



ASSIGNMENTS

This instruction establishes criteria for operational, rotational, and training (includes technical training, formal education and professional military development) PCS moves. It applies to all officers and enlisted personnel on extended active duty (EAD) but does not apply to members of the Air Force Reserve or Air National Guard who are not serving on EAD. It implements DoD Directive 1315.7, *Military Personnel Assignments*, and Air Force Policy Directive 36-21, *Utilization and Classification of Air Force Military Personnel*.

The Privacy Act of 1974 applies. The authority to collect and maintain the data prescribed in this AFI is Title 10, United States Code (U.S.C.), Section 8013. System of Records Notice Number, F035 AF MP C, *Military Personnel Records System*, applies. Process proposed supplements to this AFI as outlined in AFI 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications* (formerly AFR 5-8, volume 1). Forward all other proposed publications that affect this instruction to the Air Force Military Personnel Center, Directorate of Assignments/DPMR, 550 C ST W Ste 28, Randolph AFB, TX 78150-4730, for review and approval before publication. National command authorities may temporarily suspend, entirely or in part, this instruction incident to contingency operations, national emergencies, war, or at such other times as directed. Refer to attachment 1 for Glossary of References, Abbreviations, Acronyms, and Terms.

SUMMARY OF CHANGES

This is the first publication of this instruction substantially revised from the combination of AFR 36-20, *Officer Assignments*, 15 January 1988, AFR 39-11, *Airman Assignments*, 20 July 1989, and AFR 35-28, *Travel Guidance for Single Stop, Permanent Change of Station (PCS) Associated Training*, 13 February 1985. It deletes guidance primarily applicable to USAF, AFMPC, or other single OPRs; prescribes procedures for consistency; deletes special duty activities; deletes tables showing activities authorized stabilized tours; deletes AF Forms 37, **Application for Assignment to USAF Academy**; 109, **Special Duty Applications**; 415, **Airman Instructor Duty Application/Checklist**; 1847, **Assignment Preference - UPT/UPT(H) Graduate**; 1848, **Assignment Preference - UNT Graduate**; 2051, **PALACE MODE Job Description**; and deletes Assignment Instruction Codes (AICs).

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NOTE: Use this cross reference to find the primary reference on major subjects. This instruction may mention a subject, issue, or term numerous times, however, it is not practical to show every reference.

Chapter 1

ASSIGNMENT AUTHORITIES

1.1. Who Approves Assignments. The Department of Defense (DoD) allocates funds and delegates authority to the Air Force (AF) to direct military personnel to change permanent duty station only when necessary for national security, or for ensuring equitable treatment of service members, such as reassignment from overseas (OS) to the continental United States (CONUS) after completing a prescribed OS tour. Therefore, any PCS directed or authorized in accordance with this directive must satisfy a valid military requirement. The offices shown in table 1, referred to as assignment office of primary responsibility (OPR), may approve requests for permanent change of duty station (PCS), or permanent change of assignment (PCA) without a PCS between commands. Do not delegate this authority. The Air Force Office for Colonel Assignments (AFDPO) is the assignment authority for colonels (including selectees). AFDPO may deviate from this instruction when in the best interest of the Air Force within the limits established by law, DoD Directive, Air Force Policy Directive, or other appropriate authority. When an action pertains to a colonel (including selectees), substitute AFDPO for references to any AFMPC office.

1.1.1. Major Commands (MAJCOMs), Direct Reporting Units (DRU), and Field Operating Agencies (FOA) direct temporary duty (TDY) assignments within their command.
1.1.2. MAJCOMs, DRUs, and FOAs establish guidelines and set parameters to delegate TDY approval authority within their command.

1.2. Who Initiates Assignments. The Director of Assignments or equivalents for MAJCOMs, DRUs, and FOAs or

other activities upon approval of the Director of Assignments, HQ AFMPC/DPMR, may initiate assignment requests. MAJCOM/DPRs:

1.2.1. Send all proposed PCSs requests to the appropriate assignment OPR.

1.2.2. Obtain AFDPOA approval before assigning a lieutenant colonel or below to a colonel manpower position.

1.2.3. Send requests for colonels and colonel selectees at least 90 days before the report not later than date (RNLTDD), all other officers at least 240 days before RNLTDD, or any time agreed on by the assignment OPR. For airmen, send requests in-system or out of system per HQ AFMPC/DPMRAS guidance.

1.2.4. Use the AF Form 934, **Requisition for USAF Officer** or the AF Form 675, **Airman Requisition for Departmental-Joint Activities**, or any means agreed on by the assignment OPR.

1.3. Distribution of Assignments. The assignment OPR assigns people according to:

1.3.1. Policies in DoD Directive 1315.7 and Air Force publications as listed in attachment 1.

1.3.2. Specific guidance from the joint or departmental activity OPR.

1.3.3. The most equitable means between MAJCOMs within a specialty and grade.

1.3.4. Written Memorandum of Agreement (MOA) for special circumstances.

1.3.5. Internal AFMPC guidance.

1.4. Waivers and Exceptions. People who want waivers send their request with justification through the Military Personnel Flight (MPF) to the MAJCOM/DP. MAJCOMs may disapprove the request or recommend approval. (*NOTE:* Instead of repeating waiver guidance in each circumstance, this instruction references the applicable paragraph below to indicate the waiver initiation or approval level.) MAJCOMs will send waiver and exception requests as shown below.

1.4.1. MAJCOMs, DRUs, and FOAs, send Secretary of the Air Force waiver requests or other waiver or exception requests to AFDPO (for colonels and selectees) or to HQ AFMPC/DPMRIP (for Lt Cols and below) unless a paragraph table or attachment specifies other instructions.

1.4.2. MAJCOMs, DRUs, and FOAs, send both general officer initiated waiver requests and those waiver requests the assignment OPR may approve, to the assignment OPR.

Chapter 2

AFMPC AND ASSIGNMENT OPR ACTIONS

2.1. Assignment OPR Actions. The Assignment OPRs will:

Section A--Pre-Selection Actions

2.1.1. Equal Assignment Opportunity. Assign people without regard to color, race, religion (except chaplains), national origin, ethnic background, age, marital status, spouse's employment, educational or volunteer service activities of a spouse, or sex (except where the law, living facilities, or physical capabilities set limits). This applies to both PCS and TDY assignments. Consider requests to restrict assignments contrary to this paragraph on a position by position basis. Make your recommendation and send the request to USAF/DPX. If a country denies a passport, visa, or entry contrary to this paragraph, send the case to OSD/RSA, Room 4E 838, The Pentagon, Washington DC 20301-5000.

2.1.2. Manning Entitlement. Validate requests for PCS against manpower positions and manning entitlements (see attachment 1) (officers), or manning entitlements (airmen).

2.1.3. Programmed and Unprogrammed Availables. Fill personnel requirements as economically as possible using programmed and unprogrammed availables (see attachment 1) and accessions. Make sure the MAJCOMs monitor and report surplus people. Take appropriate action if the surplus will last longer than 6 months. Consider reassigning surplus colonel and chief master sergeant selectees based on their selection for promotion.

2.1.4. Filling Requirements. Determine the method to fill requirements (computer match or hand select).

2.1.5. Training (PCS/TDY). Direct training as PCS or TDY. When the person will attend a course of instruction and the duration of the course is 20 weeks or more, the person will attend the course in PCS status.

2.1.6. Oversea (OS) Tour Lengths. Not select people for OS PCS until the DoD establishes the tour length.

2.1.7. Basic Training Requirement. Not assign an airman outside the United States, its Territories or Possessions, until they complete basic training requirements. In time of war or national emergency

declared by Congress or the President, basic training (or its equivalent) will not be less than 12 weeks.

2.1.8. Second PCS in Same Fiscal Year. Request a Secretary of the Air Force waiver for a PCS involving additional DLA entitlement on the same person within the same fiscal year (paragraph 1.4.1). *NOTE:* You may direct additional PCSs when there is no DLA entitlement or the Secretary determines additional DLAs do not require a waiver, see Joint Federal Travel Regulation (JFTR). For example, PCS moves to, from or between PCS schools do not require a SAF waiver and the person gets the additional DLA. Also, there is no DLA entitlement for the initial duty assignment onto active duty or on separation or retirement PCS. Use the PCS departure date to determine the fiscal year of the DLA. DLA entitlements apply regardless of marital or dependent status. Include the waiver information in the assignment instructions.

2.1.9. OS Vulnerability. Not PCS people within the CONUS or place them on stabilized tours (or extend tour), if they are within 24 months of being selected for OS PCS. Do not extend people serving in long OS tour areas if they are within 24 months of being selected for an OS short tour, unless you waive the OS vulnerability.

2.1.10. Assigning Officers After Commissioning (From Enlisted Status). Not assign officers back to the same permanent duty station as their first duty station after commissioning from enlisted status.

2.1.11. AFSC and Grade for PCS Selection. Select officers and chief master sergeants for PCS in any Air Force Specialty Code (AFSC) they possess or are qualified for in their current or projected grade.

2.1.11.1. Select airmen for PCS based on their current or projected grade in their Control Air Force Specialty Code (CAFSC). Select airmen for assignment in other AFSCs they possess when necessary. Select airmen who possess an OS imbalanced AFSC for OS PCS only in the imbalanced AFSC. HQ AFMPC/DPMRA approves exceptions.

2.1.11.2. Select airmen for PCS who are serving in special duty identifiers or reporting identifiers in their Primary Air Force Specialty Code (PAFSC).

2.1.12. **PCS Selection Criterion (Primary).** Use the person's qualifications to fill a valid military requirement as the primary criterion for selection.

2.1.13. **PCS Selection Criteria (Secondary).** Consider factors such as volunteer status, time on station (TOS), deferment from assignment selection, or other criteria as secondary. Consider individual preferences, join-spouse, humanitarian, or special circumstances to the degree possible.

2.1.14. **Equitable PCS Selection.** Direct assignments as equitably as possible.

2.1.14.1. Select qualified and eligible volunteers ahead of nonvolunteers. Select nonvolunteers who meet PCS eligibility criteria ahead of volunteers who do not.

2.1.14.2. Select those people who meet the minimum time on station (TOS) requirements shown in table 2 unless you get a waiver (paragraph 1.4.1).

2.1.14.3. Select the person with the longest time on station for involuntary CONUS to CONUS assignment.

2.1.14.4. Select the person with the longest theater retainability for involuntary continuation of an OS assignment.

2.1.14.5. Select only those people who have or can obtain the required service retainability.

- Compute OS retainability as shown in tables 3 and 4. Use table 5 to determine OS tour lengths.
- For officers, compute Active Duty Service Commitment (ADSC) according to AFI 36-2107, *Active Duty Service Commitments* (formerly AFR 36-51 and AFR 39-18) and give this information to the MPF.

2.1.14.6. Use table 6 (Section A for short tour selection and Section B for long tour selection) to determine selection priority for OS requirements.

2.1.14.7. Use table 7 to determine selection priority for OS returnees.

2.1.15. **TDY In Conjunction With PCS.** Direct only those TDYs directly supporting PCS. Use table 8 to determine if TDY training is en route, or TDY and return. Include this information in the assignment instructions.

2.1.16. **Airmen In Special Duty Identifier (SDI) Codes Completing Minimum Tours.** Fill requirements with people who must move first. If you still have requirements to fill, move people serving in a SDI who have completed their minimum stabilized tours.

2.1.17. **Advance Academic Degree (AAD) Assignments.** Give assignment priority to officers holding AFIT-sponsored AAD when you fill AAD positions.

2.1.18. **PCS Cost Code.** Include the PCS cost ID code in assignment instructions.

2.1.19. **Report Not Later Than Date (RNLTD) and Projected Departure Date (PDD).** Use table 9 to determine the RNLTD and PDD.

2.1.20. **Assignment Selection Date (ASD).** Use table 10 to determine ASDs. Approve or disapprove requests for assignment, deferment, retirement, or separation after an ASD.

2.1.21. **Retainability of Officers Nonselected for Promotion.** Determine retainability of officers non selected for promotion to the grade of Lt Col and below. Coordinate with HQ AFMPC/DPMRIP before selecting them for assignments.

2.1.22. **Retainability of Officers, Delayed Promotion or Not Qualified.** Determine retainability of officers when the promotion authority delays the person's promotion or finds the person not qualified for promotion to first lieutenant. Coordinate with HQ AFMPC/DPMRIP before selecting them for PCS or TDY of 30 or more calendar days.

2.1.23. **Quality Control Factors.** Not reassign people who:

2.1.23.1. Are in AACs 10-21 (excluding 14), listed in table 11.

2.1.23.2. Have an EPR with a promotion recommendation of "2" or "1."

2.1.23.3. Are in weight control status code 2 (WCS 1, 2, and 6 for PCS or TDY to PME).

2.1.23.4. Are serving a period of probation or rehabilitation with a suspended administrative discharge (separation ID code T).

2.1.23.5. Are removed from or not recommended for further upgrade training for failure to progress (Training status code O and T).

2.1.24. **Retainability for Mandatory PCSs.** Get a retainability waiver for those in a mandatory move status who are ineligible or refuse to obtain retainability before directing the assignment. Assign the ADSC for the PCS even though the person may not serve it.

2.1.25. **Assignment Availability Codes (AACs) and Assignment Limitation Codes (ALC).** Not select people with assignment availability codes (AAC) unless the RNLTD is after the date of availability (see table 11). Comply with all assignment limitation codes (ALC) restrictions (see table 12). You can waive assignment availability and limitation codes when operational needs or assignment equity dictate. Make sure you get appropriate coordination within AFMPC or the non-AFMPC OPR as required.

2.1.26. **Limitation on Number of PCSs, First Term Airmen.** Not give first-term airmen serving an initial enlistment of 4 or more years, more than two assignments to different locations before their ETS. (Do not include initial basic and skill training or permissive or low-cost moves.) You may give first-term airmen who complete two moves an additional humanitarian, join-spouse, mandatory, voluntary reassignment.

2.1.27. **Non US Citizens.** Not assign non-US citizen airmen with a TAFMSD of 1 November 1982 or more recent OS except to Alaska and Hawaii.

2.1.28. **Medal of Honor Recipients and Candidates.** Not assign Medal of Honor recipients and candidates to duty OS in a hostile fire or imminent danger area unless they volunteer.

2.1.29. PCS Notification and Orders in Hand Minimums. Select people for PCS so they will have at least 90 calendar days notice before RNLTD and orders in hand 60 days before PDD. You may waive these requirements when mission essential. Advise the MPF when doing so. Do not apply these minimums to the following:

- 2.1.29.1. Flying, technical training or other school graduate or eliminee.
- 2.1.29.2. Approved self-initiated reassignment requests.
- 2.1.29.3. PCS upon enlistment (including former officers upon enlistment), or upon accession.
- 2.1.29.4. Training or education when necessary to avoid wasting a quota.
- 2.1.29.5. Humanitarian or EFMP reassignments.
- 2.1.29.6. Assignments requiring SCI access.
- 2.1.29.7. Low-cost and permissive PCS.
- 2.1.29.8. When individual voluntarily waives the requirements.
- 2.1.29.9. Surplus to requirements.
- 2.1.29.10. PALACE FUSE assignments (airmen).
- 2.1.29.11. OS returnees.
- 2.1.29.12. Colonels (including selectees).
- 2.1.30. **Assignment Recommendations.** Not require recommendations for assignments or selection boards higher than an officer's senior rater, or an airman's wing commander, or equivalent.
- 2.1.31. **Mandatory Utilization Requirements (Officers) and Controlled Duty Assignments (Airmen).** Not select people to perform duty out of their mandatory utilization field (officers) or controlled duty assignment AFS (airmen).
 - 2.1.31.1. Get approval for assignments out of the officer's mandatory utilization AFS from HQ AFMPC/DPMRIP2. This does not apply to PME, AFIT, UFT, or Operation Bootstrap assignments.
 - 2.1.31.2. Get approval for assignments out of an airman's controlled duty assignment AFS from HQ AFMPC/DPMRIP1.
- 2.1.32. **Officers Assigned in Washington D.C.** Not assign officers consecutively to the Washington DC area (see attachment 1) without a 2 year intervening period outside the Washington DC area. Process waivers as follows:
 - 2.1.32.1. Secretary of Defense approves waivers for the Joint Staff of the JCS.
 - 2.1.32.2. SAF/MIM approves waivers for the executive department of the Air Force.
 - 2.1.32.3. HQ AFMPC/DPMR approves waivers for all others.
- 2.1.33. **Completing Minimum Stabilized Tours.** Consider requests for PCS of people who complete minimum stabilized tours as exceptions ahead of normal availables when the commander and MAJCOM support the reassignment.
- 2.1.34. **Joint Duty Assignments (JDA).** Nominate officers for Joint Duty Assignment (see attachment 1).

Section B--Post-Selection Procedures

2.1.35. Release of Airmen From Voluntary OS PCS. Consider requests for release from voluntary OS assignments if you can replace the person with an eligible volunteer and maintain the RNLTD and training schedule. For disapproved requests, do not change the selection to nonvolunteer.

2.1.36. Consecutive Assignment to High TDY Units. Approve or disapprove requests to change or cancel PCSs for airmen to consecutive assignments requiring 179 calendar days or more TDY per year.

2.1.37. Sensitive Compartmented Information (SCI) Eligibility Determination. Approve requests allowing a person to proceed PCS without an SCI eligibility determination. Do this if the gaining base can use the person permanently in a position not requiring SCI access. If the gaining base can't use the person, change the RNLTD, end location, or cancel the assignment.

2.1.38. Pregnant Civilian Spouse. Adjust RNLTDs when a person's civilian spouse is pregnant and the expected delivery date is within 6 weeks of the RNLTD.

2.1.39. Cancellation of PCS. Not normally cancel an assignment within 60 calendar days of the PDD because of the potential hardship to the individual. If you cancel an assignment within this time frame and the member has a hardship, consider reinstatement of the assignment if the original station can effectively use the member, consider an alternate assignment, or tell the MPF why the member must remain at the present location.

2.1.40. TDY "Hold" Status. Ask HQ AFMPC/DPMRIP1 to put a person in TDY "hold" status for official reasons when the person is en route between losing and gaining locations. Direct the appropriate order-issuing authority to amend PCS orders and place the person in TDY hold status for a specified number of days (not to exceed 30 calendar days), and extend the RNLTD if required. Include PCS fund cite information. Notify the MPF at the nearest base of the person's presence for administrative purposes. Provide appropriate assignment instructions when resolved.

2.1.41. Diversion En Route. Divert an individual who is en route PCS for urgent manning requirements if no other reasonable alternative exists. Use the date of the change of assignment compared to the member's travel status on that date. If you change the end location before the person arrives in the local area, then the PCS is a continuation. If you change the end location after the person arrives in the local area, then you'll have to direct a new PCS.

2.1.42. Refusing a PCS ADSC (Non Career Officers). Cancel assignments without prejudice on noncareer officers who do not get the retainability for the PCS ADSC. You may assign the officer to any assignment that they have retainability for or obtain a waiver of retainability.

2.1.43. **Assignment of Disqualified People.** Provide assignment disposition instructions for disqualified people. For medically disqualified rated officers, send the MPF's message of the circumstances to HQ AFMPC/DPMMM who determines whether to release or delay the officer from the assignment.

Section C -- General Procedures

2.1.44. **Duty Air Force Specialty Code (DAFSC) Change (Officers).** Approve or disapprove requests for officer change of utilization field (DAFSC).

2.1.45. **Non Flying Positions (Rated Officers).** Make sure rated officers who volunteer for a non flying position (PCA or PCS), when a flying position is available, complete the statement in figure 2.1. For PCS, include Personnel Processing Code (PPC) "GTW" in the assignment notification.

2.1.46. **OS Tour Extensions.** Approve or disapprove requests for or cancellation of voluntary extension of OS tour (see table 23) including OS intercommand PCA in conjunction with DEROS extensions. Approve or disapprove requests from airmen to change their OS tour from an extended to the standard tour length. Forward requests for involuntary OS tour extension according to table 27.

2.1.47. **Curtailed of OS Tours.** Approve or disapprove requests for curtailment of OS tours (see table 13).

2.1.48. **Considering AAC and ALC Requests.** Approve or disapprove requests for assignment availability and limitation codes on individuals (see tables 11 and 12).

2.1.49. **Extension and Curtailed of Stabilized Tours.** Approve or disapprove requests for extension of maximum tours or curtailment of stabilized tours and PCS.

2.1.49.1. Extend officer joint duty tours according to DoD guidance.

2.1.49.2. Process officer extension requests for tours within the executive department of the Air Force (see attachment 1) as follows:

- The DCS, ACS, or comparable staff level for the Air Staff, or the two letter office symbol of the Secretariat, with SAF/AAP and assignment OPR coordination, approves extensions up to 5 years.
- SAF/MIM approves tour extensions for more than 5 years. SAF/MI resolves disagreement on extensions within the Secretariat. AF/CVA resolves disagreement on Air Staff extensions.

2.1.49.3. USAF/JAEC approves extensions for judge advocates general.

2.1.50. **PCS Standing.** Not release numeric standings for PCS vulnerability.

2.2. HQ AFMPC/DPMRIP Actions.

Section A--Pre-Selection Procedures

2.2.1. **TDY En Route Funds.** Approves or disapproves request for PCS funded TDY en route for orientation or weapons training not to exceed 5 calendar days. Do not include travel time.

2.2.2. **Key Billets.** Make sure requests for key billet designation (see attachment 1) go through the unified commander, to the approval authority. Maintain a listing of all approved key billets.

2.2.3. **Consecutive OS Tour (COT), In-Place COT (IPCOT) and OS Follow-On Cancellation Requests.** Approves or disapproves commander or MPF Chief's request to cancel COT, IPCOT, and OS follow-on assignments.

2.2.4. **Initial Prior Service Officer Assignment.** Approves or disapproves requests to reassign officers back to the same location as their first assignment after commissioning from enlisted status.

Section B--Post-Selection Procedures

2.2.5. **TDY "Hold" Status.** Directs people into TDY hold status when en route between losing and gaining locations when official reasons warrant.

2.2.6. **Retainability Suspense Delays.**

2.2.6.1. Monitors retainability suspense delays as shown in table 14.

2.2.6.2. Directs DPMRAS to suppress the purge.

2.2.6.3. Tells the MPF what to do with first-term airmen who refuse to get retainability after graduating from a training course.

2.2.7. **Withdrawal of Retirement or Separation.** Approves or disapproves request for withdrawal of separation or retirement in lieu of PCS or TDY. Do not allow another 7-day option until the member fulfills a PCS or TDY following withdrawal.

Section C--General Procedures

2.2.8. **Exceptions and Waivers (Level Not Specified).** Provides assignment procedural guidance and obtains decisions on requests for exceptions when this AFI does not specify a higher approval level. Send all policy related issues to USAF/DPX.

2.2.9. **Quality Control Instructions.** Furnishes assignment instructions for persons on appellate leave and for other than operational, rotational, or training reasons such as in conjunction with administrative or disciplinary actions, including people en route PCS.

2.2.10. **OS Tour Lengths.** Provides implementation guidance to MPFs and commanders when DoD changes OS tour lengths.

2.2.11. **OS Tour Length Exceptions.** Updates table 5. Maintains documentation for tour length exceptions approved by DoD for specific programs or circumstances.

2.2.12. **Assignment Action Numbers.** Formulates the procedures to construct assignment action numbers (AANs).

2.2.13. **Stabilized Tour Requests.** Approves or disapproves request for minimum and maximum stabilized tours. Publishes a list of approved activities, organizations, or positions.

2.2.14. **Assignment Deferment or Limitation Requests.** Approves, disapproves, terminates, or modifies assignment deferments or limitations for groups or individuals.

2.2.15. **Ex-PWs and Evaders.** Tells the MPFs to put ex-PWs or evaders in ALC 5 or 7 after coordination with HQ AFMPC/DPMCB.

2.2.16. **Peace Corps.** Tells MPFs to put former members of the Peace Corps in ALC R.

2.2.17. **Involuntary OS Tour Extensions.** Obtains approval or disapproval on requests for involuntary extension of OS tour (see table 27).

2.2.18. **OS Tour Credit.** Determines when to award OS tour credit in special circumstances for groups or individuals.

2.3. Other AFMPC Action Offices.

2.3.1. HQ AFMPC/DPMR approves or disapproves all waivers of the mandatory utilization requirement of AFIT-sponsored advanced academic degree assignments.

2.3.2. HQ AFMPC/DPMRO approves DAFSC changes before a rated officer may attend a command-sponsored formal training course.

2.3.3. HQ AFMPC/DPMRAS or DPMRC establishes an involuntary DOS for CONUS assigned airmen who decline

retainability and have 19 years or more of service. Use the latest date of the following to determine DOS:

2.3.3.1. The last day of the 6th month following notification;

2.3.3.2. The last day of the month the person reaches 20 years TAFMS;

2.3.3.3. The last day of the month an ADSC expires;

2.3.3.4. The last day of the month he or she completes a CONUS maximum tour;

2.3.3.5. The last day of the month the manpower document authorizes a valid position.

2.3.4. HQ AFMPC/DPMRAS or DPMRC tells MPFs to separate airmen who are in a mandatory move status, but who refuse or are ineligible to obtain at least 12 months PCS retainability as outlined in AFI 36-3208, *Administrative Separation of Airmen* (formerly AFR 39-10). Do this only when in the best interest of the Air Force.

2.3.5. HQ AFMPC/DPMRJJ2 monitors the assignment of officers awarded an AFIT-sponsored advance academic degree. Make sure assignment OPRs use these people for at least 3 years in manpower positions coded for the specific advance degree and academic discipline awarded.

2.3.6. HQ AFMPC/DPMRIC tasks intercommand TDY manning assistance according to procedures in AFI 10-215 (formerly AFR 35-20).

2.3.7. HQ AFMPC/DPMYCO monitors PCS-related processing procedures outlined in AFI 36-2102 (formerly AFR 35-17).

2.3.8. HQ AFMPC/DPMYCO consolidates requests from MAJCOM/DPR for PCS Processing Codes (PPC) (formerly Assignment Instruction Codes (AIC)) and makes them available to MPFs.

Appropriate Letterhead

MEMORANDUM FOR HQ AFMPC/DPMROY

FROM: (Functional address symbol)

(date)

SUBJECT: Acknowledgment of Understanding -- ACIA

1. I, (name, SSN), acknowledge that I voluntarily elect to pursue a non flying duty assignment and will fail to achieve my (1st) (2nd) (3rd) flying gate. (See paragraph 2.1.45, AFI 36-2110.)

2. I recognize this action will terminate my continuous entitlement to Aviation Career Incentive Pay after passing (12) (18) years of aviation service. I further acknowledge understanding that aviation incentive pay after the (12th) (18th) year of aviation service is contingent on my having a rated duty AFSC and being assigned to operational flying duty.

(signature)

(Typed name, grade, SSN)

NOTE: Officers provide the original to HQ AFMPC/DPMROY, Randolph AFB TX 78150-6001 through the MPF before the assignment OPR approves the assignment. Assignment OPRs file the original of this letter in the officer's master personnel records group as a permanent document.

Figure 2.1. Sample Memorandum of Understanding for Aviation Career Incentive Act.

Chapter 3

MAJCOM (OR EQUIVALENT) ACTIONS

3.1. Memoranda of Agreement (MOA). Request an MOA from the assignment OPR for special personnel distribution requirements.

3.2. Manning Unit Groups (MUG) and Plug Table. For airmen, identify MUGs (see attachment 1) and keep a current manning priority plan. Send changes to the Airmen Management Branch, HQ AFMPC/DPMRAS. For airmen, maintain the plug table (see attachment 1).

3.3. Intracommand Assignment Requests. When manning requirements change request changes to assignments or allocations, or intracommand reassignments from the assignment OPR. Consider TDY to meet short term needs.

3.4. Surpluses. Monitor 6-month projected manning levels and report surpluses to the assignment OPR with recommendations.

3.5. Airmen Allocation Review. Validate the enlisted allocations against your requirements and add appropriate special experience identifiers (SEI), security access requirements, and personnel processing codes (PPC) before the assignment OPRs make the name selections. Update the plug table (see attachment 1) to assist management of allocations.

3.6. Monitoring SCI Gains. Monitor projected gains requiring SCI access and get SCI eligibility from the MAJCOM Special Security Office (SSO).

3.6.1. Advise the losing MPF of the person's status not later than 90 calendar days before RNLTD.

3.6.2. Request the assignment OPR approve a person to proceed on the assignment without an SCI eligibility determination when any base unit can use the person permanently in a position without SCI access. When you can't use the person in a valid position without SCI access, request an RNLTD change, change of end assignment, or cancellation of assignment.

3.7. Reclamas. Reclama assignments with justification to the assignment OPR when you disagree with the action.

3.8. TDY Units. Identify assignments to units requiring TDY of 179 calendar days or more per year and update

Personnel Processing Code (PPC) "9TD." Disapprove or recommend approval to the assignment OPR of requests for change of assignment of airmen who are pending consecutive assignments to a frequent TDY unit.

3.9. Diversions. Request diversions from the assignment OPR by message, with justification, with copies to both gaining and losing MPFs.

3.10. Intercommand TDY. Request intercommand TDY (PALACE TRIP) manning assistance from AFDPO for colonels (and selectees); AF/HCS for Chaplains; HQ AFMPC/DPMR for medical officers; and HQ AFMPC/DPMRIC for all other officers and airmen. For other intercommand TDY, see AFI 10-215 (formerly AFR 35-20). Use the following Plan Identification Numbers followed by your two character command code:

3.10.1. Unit Manpower Document Shortage--F001

3.10.2. Brief Workload Surge--F002

3.10.3. Backfill for intracommand exercise or contingency--F003

3.10.4. Backfill for intercommand exercise or contingency--F004

3.10.5. Base closure or unit deactivation--F005

3.10.6. Special Project Training, Technical Assistance, or Mobile Training Team--F006

3.10.7. Special Geographical or Political Missions--F007

3.11. TDY Taskings. Fill HQ AFMPC/DPMRIC taskings for intercommand TDY manning assistance. Send requests for release from taskings by message to the tasking authority according to AFI 10-215 (formerly AFR 35-20).

3.12. TDY Distribution. Equitably distribute involuntary TDY among similarly qualified personnel, minimizing family separation to the extent possible. Try to avoid creating a severe personal hardship on people.

3.13. Stabilized Tour Management. Disapprove or recommend approval to establish a stabilized tour. Send recommended approvals to HQ AFMPC/DPMRIP. Disapprove or recommend approval of requests for extension of people on maximum tours, reassignment of people completing minimum tours, and curtailment of people on

stabilized tours. Send recommended approvals to the assignment OPR.

3.14. MAJCOM Inspector General (IG) Assignments. Reassign traveling team members (on base when possible) after 24 months unless the individual requests an extension.

3.15. Operational Deferments. Provide recommendations on operational deferments to the assignment OPR.

3.16. Officer Education Deferment. Provide recommendations on officer education deferments to the assignment OPR.

3.17. Disqualified Officers and Airmen. MAJCOMs will:

3.17.1. Report rated officers (Lt Col and below) who are permanently disqualified for aviation service, using guidelines in AFI 36-2214, *Aviation Service, Aeronautical Ratings, and Badges* (formerly AFR 60-13), to HQ AFMPC/DPMROY. For medical disqualification, include HQ AFMPC/DPMMM in the message stating the diagnosis, prognosis, date of hospitalization, injury or illness, and estimated date of return to flying status. Identify the message as UNCLAS FOUO (Sensitive Data).

3.17.2. Report disqualified mission support officers (Lt Col and below) to HQ AFMPC/DPMRSS1.

3.17.3. Report colonels (and selectees) and non line officers to the appropriate assignment OPRs.

3.17.4. Report disqualified airmen according to AFI 36-2101, *Military Personnel Classification* (formerly AFR 35-

1) and AFI 36-2204, *Airmen Retraining Program* (formerly AFR 39-4). Request assignment disposition instructions.

3.18. Advance Academic Degrees (AAD). Disapprove requests for waiver of AAD utilization. For approval, coordinate with the MAJCOM Director of Personnel and the Vice Commander and send recommendations to HQ AFMPC/DPMRJJ2.

3.19. Establishing and Changing OS Tour Lengths. Refer to DoDD 1315.7 for policy and procedures on establishing and changing OS tour lengths.

3.20. Equal Assignment Opportunity. Forward requests for exceptions to paragraph 2.1.1 to USAF/DPX with information copies to HQ AFMPC/DPMRIP and the assignment OPR. Make sure the request contains all information necessary to decide if the exception is appropriate. Include a statement from the MAJCOM commander or vice commander showing alternatives considered.

3.21. Citizenship Actions. OS MAJCOMs determine if legal problems exist for people who are dual or former citizens or their family members are dual or former citizens of the OS country. Advise the losing MPF and assignment OPR of your decision to allow them to go on the assignment or not.

3.22. Maintain PCS Processing Codes (PPC) (formerly Assignment Instruction Codes (AIC) and submit requests for changes to HQ AFMPC/DPMYCO.

Chapter 4

MILITARY PERSONNEL FLIGHT ACTIONS

4.1. PCS Eligibility Review and Notification. Review the records of people selected for reassignment to be sure they are eligible for PCS before you send the notification RIPS to the commanders. Do this in 7 calendar days as outlined in AFI 36-2102, *Preparation of Personnel Selected for Relocation--Base Level Procedures* (formerly AFR 35-17). If the RNLTD is within 90 days, the notification time is 3 days. Do not use other means such as CRT grams, messages, or phone calls as official notification unless authorized by the assignment OPR. For officers, make sure the RIP contains the required ADSC information.

4.1.1. Reclama (see attachment 1) the assignment if the person is ineligible for PCS for reasons other than those shown in paragraph 2.1.23 and the assignment OPR does not waive ineligibility. Require the person to provide official documentation supporting the circumstances.

4.1.2. If the person is ineligible for one of the reasons shown in paragraph 2.1.23 or table 11, coordinate with the

commander and reclama the assignment to the assignment OPR.

4.1.2.1. Use in-system transaction for RNLTDs greater than 120 days.

4.1.2.2. Reclama by message for RNLTDs less than 120 days or for unit or base activation, deactivation, weapons system changes, or contingency assignments. Send information copies to the gaining base and MAJCOM.

4.1.3. After the above review, if the person is eligible for PCS, then notify the commander.

4.1.4. Reclama involuntary assignments for an airman aircrew member who receives less than 120 calendar days notice to non flying duties and does not want the assignment.

4.1.5. Reclama OS tour continuation assignments (if tour lengths are different) when the person will not have 12 months retainability after proration of the tour or when the gaining location disapproves CCTVL.

4.1.6. Reclama assignments when requested by the commander if he or she identifies circumstances that preclude favorable recommendation for security access.

4.2. Absentee Notification. Notify the person of PCS selection at his or her leave address or TDY station if he or she will be absent from his or her permanent duty station for 10 or more calendar days.

4.3. Retainability. Make sure people get the minimum retainability shown in tables 3, 4, and 5.

4.3.1. Conduct a retainability interview and complete action no later than 30 calendar days after official notification. For OS assignments, make sure everyone gets retainability for at least the unaccompanied tour length within this interview. Make sure the person gets the accompanied tour retainability within 15 calendar days after concurrent travel approval. Make sure those assigned OS who desire COT, IPCOT, or OS-to-CONUS PCS have 12 months service retainability by the 25th day of the 8th month before DEROS.

4.3.2. Do not permit people to depart their current duty stations on PCS (including training en route) or TDY without the minimum retainability or a waiver.

4.3.3. When career airmen decline to obtain retainability for PCS or TDY, advise them they are ineligible for reenlistment, extension of enlistment, and promotion. Make sure they read the applicable parts of AFI 36-2606, *United States Air Force Reenlistment, Retention, and NCO Status Programs* (formerly AFR 35-16) and AFI 36-2502, *Promotion of Airmen* (formerly AFR 39-29).

4.3.3.1. Make sure they complete AF Form 964, **PCS, TDY or Training Declination Statement**. If airmen refuse to sign the AF Form 964, enter the following statement, "(Grade, Name, SSAN) refuses to sign this document which confirm his/her decision not to acquire the retainability for PCS, TDY or training and is ineligible for promotion and may not extend his or her enlistment or reenlist for a period of 93 calendar days after separation." HYT airmen do not complete the AF Form 964. The officer or NCO who counsels the person signs the form.

4.3.3.2. Update the proper AAC from table 11 and file the AF Form 964 in the UPRG.

4.3.4. When first term airmen decline to obtain retainability for PCS or TDY:

4.3.4.1. Make sure they complete the AF Form 964, except section II, paragraph B. Advise them they may reenlist without withdrawal of their declination statement if they are otherwise eligible.

4.3.4.2. Update the proper ALC from table 12 and file the form in the UPRG.

4.4. OS Tour Election. Make sure people who have dependents and are going OS to a location where dependents are authorized (see table 5) complete AF Form 965, **Oversea Tour Election Statement**. File copies in

the UPRG and Assignment Relocation Folder. Advise them not to elect the unaccompanied tour unless they are certain they will not want their dependents to travel at government expense to the OS location or to receive command sponsorship at any time during their OS assignment.

4.4.1. Use tables 15 and 16 to process requests to change tour election.

4.4.2. Give people entering an IPCOT an opportunity to elect the accompanied tour if they are completing unaccompanied tours.

4.4.3. Where CCTVL is not automatic, the losing MPF sends an advance application requesting CCTVL according to AFI 24-101, *Passenger Travel* (formerly AFR 75-8, volume 2). Do not have the person complete the AF Form 965 until you receive a reply concerning CCTVL.

4.4.4. Gaining MPFs monitor replies to advance applications for CCTVL and ensure members who must make a tour election have the needed information as soon as possible.

4.5. Retainability Suspense Delay (Airmen Only). The MPF Chief can extend the retainability suspense as outlined in table 14, but cannot waive the required retainability. The MPF Chief may delegate the extension authority to a section chief. Ask for waivers of the required service retainability for stabilized tours or controlled duty assignments, from the appropriate OPR within the 30-day suspense required to obtain the retainability.

4.5.1. You must approve retainability suspense delays within the 30-calendar day retainability suspense.

4.5.2. Coordinate situations not covered in table 14 with the MPF Chief and send them to HQ AFMPC/DPMRIP1 for a decision.

4.5.3. You may grant individuals who obtain 12 months retainability and who receive a COT or IPCOT a delay in obtaining the additional retainability for the full IPCOT or COT. Do not grant delays for OS returnees if they will enter the assignment cycle during the period of delay.

4.5.4. If an airman does not reenlist upon completion of a training course, hold him or her at the training site. Notify the losing MPF (when training is TDY), AFMPC/DPMRIP1, and the HQ AFMPC OPR responsible for the training into AFSC, of the circumstances within 3 calendar days after course completion.

4.5.5. Each month the MPF Chief advises AFMPC/DPMRIP1, by message, of the approved delays for the previous month. Request suppression of the "P06" purge. Do not provide negative reports. Categorize delays by reason and provide the grade, name, SSAN, PDD, RNLT, period and date member extended enlistment (when required), and delay date. Include the name, grade, DSN, and extension of the approving official and point of contact.

4.6. Seven-Day Option. Use table 17 and paragraph 6.4 to make sure those who want to elect the 7-day option are eligible (see attachment 1).

4.6.1. People must accept a PCS or exercise the 7-day option, if eligible, within seven calendar days of PCS notification. When people request release from PCS and AFMPC disapproves their request, they do not get another opportunity to separate or retire in lieu of the PCS.

4.6.2. Send requests for waiver of the 7-day option provisions to AFDPO for colonel and colonel selectees, and AFMPC/DPMRIP2 for all others. Inform the assignment OPR.

4.6.3. Provide people a second 7-day option only when assignment data changes requiring additional retainability or longer ADSC (such as RNLTD or additional training) or; the end assignment location changes after you publish the original orders and before the member signs out. Use the 3-day initial notification process (see paragraph 4.1).

4.7. Reclamas (Officers).

4.7.1. Reclama assignments by message to the assignment OPR with information copies to HQ AFMPC/DPMRIP2, DPMARS1 (separation), or DPMARR (retirements) when the officer exercises the 7-day option (see paragraph 4.8).

4.7.2. Reclama an assignment when noncareer officers decline to obtain retainability. Advise them they are eligible for assignments for which they have the retainability.

4.8. Reclamas (Airmen). When eligible airmen request retirement "in lieu of" PCS, do not reclama the assignment nor complete AF Form 964 because the in-system retirement application serves as the reclama and automatically updates AAC 09. However, if you send the retirement application "out of system" you must update the AAC 09 and also reclama the assignment.

4.9. Notification of Cancellation. Notify the losing commander and the person at the leave address or TDY location within 48 hours after you receive the cancellation notice. Direct the person to return to their permanent duty station unless they want to continue in leave status (change from TDY to leave status). Obtain written acknowledgment of notification of cancellation from the person within 72 hours. Make sure they include any hardship conditions caused by the cancellation in their acknowledgment. Send the details of any hardships to the assignment OPR. If you can't reach the person, tell the assignment OPR.

4.10. Notification of Diversion. Notify a person of diversion (see attachment 1) by the most expeditious means (preferably in writing). If you telephone the person, have a second MPF person witness the call and make a written record.

4.10.1. Don't give individuals diverted en route another 7-day option.

4.10.2. When you can't notify the person en route, inform the assignment OPR, the original gaining MPF, and the MAJCOM.

4.10.3. If AFMPC diverts a person, but he or she arrives at the original location, give the person amended PCS orders to the new location. Include the following statement in the amendment, "This is a continuation of the original assignment from (enter previous duty station) and this person may be entitled to an additional DLA (see the JFTR)."

4.10.4. If the person claims that a hardship will result from a PCS continuation, ask the assignment OPR for disposition instructions.

4.11. Dependent Travel Orders. Make sure dependents receive clearance to travel as outlined in AFI 24-101, (formerly AFR 75-8, volume 2) before publishing dependent travel orders.

4.12. Publishing PCS Orders. Publish orders using AF Form 899, **Request for Authorization for Permanent Change of Station-Military**. Direct reassignment after receiving assignment levy or message from the assignment OPR.

4.12.1. Do not publish PCS orders on people who need SCI access, (unless the assignment is a mandatory move) until the assignment OPR or gaining MAJCOM approves departure.

4.12.2. Include the following statement for airmen selected as extended long OS tour volunteers, "Volunteer for extended OS tour of (indicate number) months." The gaining MPF uses the AF Form 899 as the source document to award initial DEROS.

4.12.3. When you approve a first term airman's request to delay obtaining service retainability for a portion of an extended long OS tour until after arrival to the OS area, add the following statement to the orders, "Approval granted to delay obtaining (indicate number) months service retainability for a portion of the extended (indicate accompanied or unaccompanied) tour."

4.12.4. Do not amend, revoke, or rescind PCS orders issued by another organization unless directed by the assignment OPR.

4.12.5. Do not delay publication of PCS orders pending receipt of flight reservations.

4.12.6. Do not publish orders directing a person who is TDY or on leave to depart PCS before the member's return to the current duty station, except when you confirm that the member will not incur a personal financial loss; when the member's current unit is being inactivated; for humanitarian or EFMP reasons (the member signs a statement that he or she will accept a financial loss because of a prompt reassignment); when member is an OS returnee.

4.12.7. Include the appropriate DLA category on all PCS orders and reference any documents granting a Secretarial waiver.

4.13. Publishing TDY Orders. Publish TDY orders directing a person to perform duties at a location other than their permanent duty station. When the TDY is in conjunction with a PCS, include the TDY in the PCS order.

4.14. Equal Assignment Opportunity. Send case files involving denial of passports, visas, or entry into a country for any reason in paragraph 2.1.1, to AFDPO for colonels and selectees and to AFMPC/DPMRIP for all others. Include name, grade, SSAN, unit, purpose of travel, date of denial, country involved, and the name and title of the official who gave the denial.

4.15. Assignment Availability and Limitations. Update assignment availability and limitation codes as shown in tables 11 and 12.

4.16. Enlisted Stabilized Tour SDI Management. Produce and distribute the SDI expiration of tour RIP. If the airman volunteers for a PCS at the end of the original tour, update AAC 50 with a DOA equal to the minimum tour completion date. If the airman volunteers for a PCS on the anniversary RIP, update AAC 50 with a DOA of 12 months from the date the commander indorses the RIP. Do not remove the original expired AAC for airmen who want to remain in place. File the RIP in the UPRG until superseded by the next anniversary RIP.

4.17. Counseling on Changes. Review circumstances and advise people on their requests for assignment changes, cancellations, and deferments. Send the requests to the appropriate OPR through the MAJCOM.

4.17.1. Make sure people obtain official documentation supporting their requests to change assignment data, before you reassign the assignment.

4.17.2. For operational deferments, ensure the commander's request is complete (see Unit Commander's Actions paragraph 5.10).

4.17.3. For education deferments, ensure the Education Officer certifies the person's request and updates PTI 484. Update the appropriate AAC (see table 11) for enlisted members who don't have an ASD. Send questionable cases to HQ AFMPC/DPMRIP.

4.18. Disqualified Officers and Airmen. Request reassignment of disqualified people through the MAJCOM with copies to the offices shown below (include justification and assignment preferences):

4.18.1. Rated officers (Lt Col and below) who are permanently disqualified for aviation service (see AFI 36-2214, formerly AFR 60-13), to HQ AFMPC/DPMRIP. For medical disqualification see paragraph 3.17.1.

4.18.2. Mission support officers (Lt Col and below) to HQ AFMPC/DPMRIP.

4.18.3. Colonels (and selectees) and non line officers to the assignment OPR.

4.18.4. Process disqualified airmen according to AFI 36-2101 (formerly AFR 35-1) and AFI 36-2204 (formerly AFR 39-4). Request assignment disposition instructions.

4.19. Delayed or Not Qualified for Promotion (Officers). Tell the assignment OPR when an officer is pending PCS, training or education and the promotion authority delays the promotion or finds the person not qualified for promotion to first lieutenant.

4.20. Utilization of People. Make sure commanders assign people as follows:

4.20.1. To valid manpower positions for their grade and AFSC.

4.20.2. When there is no position for the officer's DAFSC, use 8s as the pseudo position number. (**NOTE:** Do not allow this option to circumvent proper assignment of officers.)

4.20.3. Officers to duty in their mandatory utilization AFS and to advance academic degree positions according to table 26. Assign airmen to duties consistent with their controlled duty assignment AFS.

4.21. Awarding and Changing STRD and ODS. Update the STRD and ODS and award OS duty credit as shown in tables 18, 19, and 20. Do not change an ODS or STRD based on an earlier policy. Send questionable cases to AFMPC/DPMRIP (or AFDPO for colonel and colonel selectees) for determination. **NOTE:** It's the person's responsibility to provide documentation. Include special orders and travel vouchers.

4.22. DEROS Management. Manage OS tours as shown below:

4.22.1. Use table 21 to determine the type of OS tour and table 22 to update initial DEROS.

4.22.2. Make sure everyone gets a DEROS Options (DEROSO) RIP. At the same time give airmen the Enlisted OS Returnee Counseling Handout (distributed by MPFL) and officers the Officer Volunteer Assignment System (OVAS) Guide. Establish a suspense date for the person to return the DEROSO RIP with his or her election.

4.22.3. Use table 23 to process voluntary DEROS extensions and table 27 for involuntary extensions.

4.22.4. On request of an airman, give him or her the manning statistics of other MAJCOM's base units when their parent MAJCOM or AFMPC disapproves DEROS extension because of excess manning. If the person finds a unit and the present and proposed gaining commanders agree to a reassignment, send the request, with the recommendation of both commanders to the proposed MAJCOM. Send a copy of the request to the current MAJCOM and the assignment OPR.

4.22.5. Once AFMPC approves an airman's DEROS extension, ensure he or she obtains retainability within 30 calendar days. If he or she refuses or becomes ineligible for the retainability, he or she does not complete an AF Form 964. Immediately cancel the DEROS extension.

4.22.6. Use table 13 to process requests for OS tour curtailments. Process curtailment requests for any reason not shown in table 13 as exceptions according to paragraph 1.4.2.

4.22.7. When a person qualifies for and requests tour length proration, compute the new DEROS using table 24 and update the new DEROS in PDS.

4.23. Citizenship. When a member selected for an OS assignment requests review as a dual or former citizen or their dependents are dual or former citizens of the OS country, send the details to the host OS MAJCOM.

Reclama the assignment if necessary after the OS MAJCOM replies.

4.24. TDY Over 179 Days. Process requests for extension of TDY exceeding 179 days at a single location as a SAF waiver according to paragraph 1.4.1.

4.25. TDY Hold Status. When the assignment OPR places a person in TDY Hold status, amend his or her orders to include this statement, "Member placed on TDY hold status at current location for the period (date) to (date) and will not continue travel on these orders until he or she gets new instructions."

4.26. TDY Training With PCS. When the assignment OPR does not direct TDY and return or TDY en route, use table 8.

Chapter 5

COMMANDER ACTIONS

5.1. Assignment Notification. When no ineligibility factors exist, notify the person of PCS selection within 7 calendar days of when the MPF notified you. If you don't recommend the person for PCS or you could not notify him or her or within the time limit, tell the MPF. Notify the person within 3 calendar days if you receive initial PCS selection, change in assignment location, or change in RNLTD with less than 90 calendar days until the RNLTD.

5.2. PCS Quality Control. You must prevent the reassignment of people who do not meet Air Force standards (see paragraph 2.1.23).

5.2.1. Coordinate with the immediate supervisor and appropriate base agencies before confirming the person's assignment eligibility. Do not request assignment cancellation based on administrative, rehabilitative, or disciplinary actions when the AAC (see table 11) expires before the RNLTD. Elevate exceptions or disagreements between the losing and gaining commanders through the MPF and the MAJCOM to HQ AFMPC/DPMRIP1.

5.2.2. Make sure you complete all administrative or disciplinary action for performance, conduct, or other quality standard problems for people pending reassignment before they depart on PCS.

5.2.2.1. When a person's suitability for continued OS assignment is questionable, consider requesting cancellation of COTs or OS follow on assignments through the MPF Chief, to AFMPC/DPMRIP1.

5.2.2.2. When you can't complete all administrative or disciplinary actions before the person departs, because of a mandatory move, notify the gaining commander in writing at least 45 days in advance of departure. Provide details of

the situation, including what actions you took and details of any pending actions.

5.3. Assignment Processing Actions. Make sure people comply with all processing instructions.

5.3.1. Compare the security requirement on the PCS notification RIP to the person's current security status and follow the requirements of AFI 31-501, *Personnel Security Program Management* (formerly AFR 205-32). If you identify circumstances that preclude favorable recommendation for access, advise the MPF of the situation and request reclama.

5.3.2. Schedule all people with assignments to an "X" prefix on the CAFSC or with PPC instructions indicating they will perform aircrew duties, for a Class III flying physical within 30 days of receiving the assignment notification.

5.4. Assignment Change Requests. Coordinate and make recommendations to the MPF on requests for assignment changes.

5.5. PCS Funded TDY Requests. Request PCS funded TDY only for PCS related orientation or weapons training not to exceed 5 calendar days, excluding travel time. Send requests through the MPF to AFDPO (colonels and selectees) or to HQ AFMPC/DPMRIP (Lt Cols and below).

5.6. TDY Selection. Select people for TDY using MAJCOM guidance and table 25. Make sure people who are TDY do not exceed the 179-day limit (see attachment 1).

5.7. TDY Extensions. Request TDY extensions from your MAJCOM.

5.8. TDY Hold Requests. Request TDY Hold from AFMPC/DPMRIP when official reasons warrant. Send a copy of the request to the assignment OPR for those people who are en route between losing and gaining locations.

5.9. Utilization of People. Assign people as shown below:

5.9.1. Rated officers qualified for aviation service consistent with AFI 36-2214 (formerly AFR 60-13).

5.9.2. Officers in their mandatory utilization AFS (see attachment 1) as shown in table 26. Request waivers to use an officer in another AFS according to paragraph 1.4.2.

5.9.3. Officers with AFIT-sponsored advance academic degrees to manpower positions coded for the specific advance degree and academic discipline awarded. Do this for at least 3 years after completion of the degree. Send waiver requests through the MPF to the MAJCOM.

5.9.4. Assign airmen consistent with their controlled duty assignment AFS, unless you get a waiver according to paragraph 1.4.2.

5.10. Operational Deferments. Request operational deferments through the MPF, when the unit is transitioning to a new or significantly different weapon system, or to support special projects generated by high level tasking where duties and the person's qualifications are significantly different from those associated with the person's career field. Your request must contain complete details including cost factors, the mission impact, and why the particular person's presence and qualifications are essential to the mission. You may request a period not to exceed 1 year.

5.11. Assignment of Family Members. Do not place a person in a command or supervisory position over another family member. Family member defined as spouse, brother, sister, parent or child.

5.12. Stabilized Tours. Update the appropriate AAC shown in table 11, upon assignment to the unit into an approved stabilized tour position. Get approval through the MPF from the assignment OPR for deferment when the proposed start date is after the person's DAS.

5.12.1. Disapprove or recommend approval of requests for extension or curtailment of stabilized tours. Send recommended approvals through the MPF to the MAJCOM.

5.12.2. Review people who complete minimum stabilized tours and ensure continued assignment is in the best interest of the Air Force. Send requests for PCS, with justification through the MPF to the MAJCOM.

5.12.3. Request establishment of stabilized tours when required to meet mission needs. Send requests through the MPF to the MAJCOM.

5.13. Command Sponsorship. OS Commanders will not revoke or deny command sponsorship to a person who meets all eligibility requirements. Commanders may direct family members leave the OS area for the reasons stated in the JFTR paragraph U5240.

5.14. Equal Assignment Opportunity. Request exemptions from the provisions of equal opportunity (see paragraph 2.1.1) when it is in the national interest. Send requests through the MPF to the MAJCOM/CC or CV.

5.15. Indefinite DEROS and OS Tour Extensions. Commanders can approve or disapprove requests for indefinite DEROS. Use table 23 for voluntary OS tour extensions.

5.16. OS Tour Curtailments. Process OS tour curtailments as shown below:

5.16.1. Commanders approve, disapprove, or make recommendations on voluntary requests for OS tour curtailment according to table 13.

5.16.2. You must take administrative or disciplinary action before requesting a curtailment for cause and reassignment of a person. Process the curtailment request as an exception according to paragraph 1.4.1. For incidents involving a military person or their dependents that result in or could result in significant adverse publicity to the United States and reassignment is the only remedy for the situation. Send copies to USAF/JAI, 1420 Air Force-Pentagon, Washington DC 20330-1420. The request must include:

5.16.2.1. Explanation of circumstances along with SJA recommendation.

5.16.2.2. Recommendation of the host OS MAJCOM SJA.

5.16.2.3. Reasons why reassignment within the theater would not be a better solution than tour curtailment.

5.16.2.4. CONUS assignment preferences.

5.16.2.5. The number of dependents and if serving in accompanied status.

5.16.2.6. DLA restriction.

5.16.2.7. Recommendation to restrict the person from returning to the OS area in the future.

5.17. Involuntary OS Tour Extension. You must take prompt administrative or disciplinary action to prevent the need for involuntary OS extension. When this is not possible request involuntary DEROS extension not to exceed 120 days as shown in table 27 and below:

5.17.1. Request involuntary DEROS extensions only on people serving unaccompanied short tours for the following reasons: Article 15 action (excluding suspended punishment period) (AAC 12); material witness (AAC 14); court-martial charges preferred (AAC 15); Security Police or AFOSI investigation (AAC 17); discharge initiated (AAC 21); and Medical Evaluation Board (MEB) or

Physical Evaluation Board (PEB) processing (AAC 37). See AFI 36-2902, *Physical Evaluation for Retention, Retirement, and Separation* (formerly AFR 35-4).

5.17.2. Request involuntary DEROS extensions on people serving accompanied short or long tours for any of the reasons listed above and for the following reasons:

5.17.2.1. Drug rehabilitation (excluding aftercare support) (AAC 11).

5.17.2.2. Civil court action (do not use for members on international hold) (AAC 15).

5.17.2.3. Control roster (maximum extension 6 months) (AAC 16).

5.17.2.4. Alcohol rehabilitation (excluding aftercare) (AAC 20).

5.17.2.5. (Airmen only) Administrative demotion (AAC 21).

5.17.2.6. (Airmen only) Last EPR promotion recommendation in "2" or lower (authorized only if the commander

places the airman on the control roster with a commander-directed EPR at the conclusion of the rating period).

5.17.2.7. Unsatisfactory progress in the weight management program. Use this only if WCS status is "2" in conjunction with administrative, disciplinary, or rehabilitative action also being taken per AFI 40-502, *Air Force Weight Management Program* (formerly AFR 35-11).

5.17.2.8. Mandatory retraining action (authorized only if reporting identifier 9A100 applies).

5.18. Requesting Low Cost PCSs. Request Low Cost moves as outlined in table 28.

5.19 Key Billets. Ask for key billet designation (see attachment 1) through the MPF, MAJCOM and unified commander to the approval authority as shown in DoDD 1315.7 with copies to HQ AFMPC/DPMRIP1.

Chapter 6

INDIVIDUAL ACTIONS

6.1. Assignment Preferences. Let the assignment OPR know your assignment preferences and keep them up-to-date. At PC III serviced locations, airmen do this by updating their preferences at their orderly room or MPF Customer Service Element. When an airman updates his or her preferences at a PC III location, a source document is immediately produced. The airman keeps the source document for their personal records.

6.1.1. Colonels and colonel selectees use the AF Form 620, **Colonel Resume**.

6.1.2. Lt Cols and below use any available means such as telephone or electronic messages.

6.1.3. Chief master sergeants use the AF Form 391, **Chief Master Sergeant Resume**.

6.1.4. Senior master sergeant and below use the AF Form 392, **Airman Assignment Preference Statement**.

6.2. Extended Long Tour Volunteers. Airmen may volunteer for extended long OS tours (see attachment 1) if willing to serve the extended long tour length. See table 6 for selection priorities.

6.3. Assignment Selection Date. You cannot ask for an assignment, deferment, retirement, or separation on or after your ASD except as follows:

6.3.1. Retirement in lieu of PCS.

6.3.2. To separate after your ASD, officers may ask for separation in lieu of PCS. After the 7-day option period, officers may only ask for separation for hardship reasons, pregnancy, conscientious objector, miscellaneous, or as a Medal of Honor recipient (see AFI 36-3207, *Administrative Separation of Commissioned Officers*

(formerly AFR 36-12)). Airmen may only ask for separation for convenience of the government, dependency, or hardship reasons (see AFI 36-3208, formerly AFR 39-10). **NOTE:** Airmen may apply for a commissioning program after they have an ASD.

6.3.3. Reassignment or deferment for Humanitarian, or Exceptional Family Member Program.

6.3.4. Deferment for pregnancy.

6.3.5. Release or cancellation of assignment due to:

6.3.5.1. Sole surviving son or daughter status (see attachment 11).

6.3.5.2. Hostile fire or imminent danger area for family members (see attachment 6).

6.3.5.3. Two family members to the same unit (this applies to aircrew only) (see attachment 9).

6.4. PCS Notification Actions. You have 7 calendar days to accept or decline a PCS assignment. Do this on the PCS notification RIP and return it to the MPF or go to the MPF in person and take action to decline the assignment as outlined below. The act of gathering documents, or an oral expression of intent to ask for a deferment from PCS or a request for PCS will not delay notification or the requirement to accept or decline within 7 calendar days. The eventual cancellation of a PCS requirement will not be the basis for withdrawal of an action taken in lieu of PCS. **NOTE:** The 7-calendar-day count begins the day after official notification (see attachment 1), and ends at the close of MPF business hours on the seventh day. **EXAMPLE:** The unit commander notifies you at 0930 hours, 1 August 1994, then you have until close of business on 8 August 1994.

6.4.1. If you have the required retainability and want the assignment, sign and return the RIP to the MPF.

6.4.2. If you have the required retainability, but do not desire the assignment, take one of the actions below:

6.4.2.1. Submit your request for retirement in lieu of PCS under the 7-day-option program, if eligible. If you do not complete your retirement application, this constitutes acceptance of the assignment and the associated ADSC.

6.4.2.2. (Officers only) Report to the MPF in person and submit your request to establish a date of separation (or an earlier DOS) in lieu of PCS, if eligible. If you do not report to the MPF, this constitutes acceptance of the assignment and the associated ADSC.

6.4.2.3. Airmen will not request an earlier separation date in lieu of PCS. You must acknowledge PCS selection and return the RIP to the MPF within 7 calendar days after the date notified.

6.4.3. (Airmen only) If you don't have the required retainability and do not desire the assignment, report to the MPF in person and formally decline to obtain the retainability. Complete the AF Form 964. This action renders you ineligible for reenlistment, extension and promotion. Request withdrawal of an AF Form 964 according to the waiver procedures in paragraph 1.4.2.

6.4.3.1. If you have less than 19 years of service you may still retire before your current DOS if you meet the criteria in AFI 36-3203, *Service Retirements* (formerly AFR 35-7).

6.4.3.2. If you have 19 years or more TAFMS when notified and are currently assigned in the CONUS, HQ AFMPC/DPMRAS will establish an involuntary DOS for you (see paragraph 2.3.3).

6.4.4. (Airmen only) If you don't have the required retainability, but desire to accept the PCS and obtain the retainability, then sign and return the RIP to the MPF. Attend the retainability appointment scheduled by the MPF. Complete AF Form 964, at this appointment, if you decide not to obtain the retainability. Request extension to the PCS retainability suspense through the MPF Chief. (The MPF will not grant extensions when the reason is to wait for concurrent travel request response, or for any reason not shown in table 14.)

6.5. Assignment Processing Suspenses. You must complete all processing actions within the MPF time suspenses.

6.6. Noncareer Officer Declination. Noncareer officers selected for an ADSC-incurring event can decline to obtain retainability associated with the ADSC without prejudice.

6.7. Withdrawal of DOS (Officers). You can request withdrawal of your DOS to accept a PCS if eligible as outlined in AFI 36-3207 (formerly AFR 36-12).

6.8. Equal Assignment Opportunity. If an OS country denied you a passport or visa, or refused your entry into a

country because of any factors in paragraph 2.1.1, contact your MPF.

6.9. Change of Volunteer Status. Airmen may request release from voluntary OS assignment if they change their volunteer status. Make the request through the MPF to the assignment OPR. See paragraph 2.1.30 for approval criteria.

6.10. Frequent TDY Unit Restrictions. Airmen may request a change or cancellation of a consecutive assignment to a unit that performs 179 calendar days or more TDY per year. If the request is for a severe personal hardship, include the specifics. Send request through your commander to the MPF.

6.11. Assignment Replacement. Do not request to replace a nonvolunteer selected for a specific assignment. Your assignment team will select you in turn when you become the most eligible volunteer.

6.12. Command Sponsorship. Request your OS installation commander's approval if you did not take your dependents OS or if you acquire dependents (see attachment 1) after arrival OS and desire command sponsorship. You must meet the following conditions: (**NOTE:** Command sponsorship does not entitle you to move your acquired dependents or household goods at government expense.)

6.12.1. Table 5 allows dependents at your location.

6.12.2. Local facilities can provide adequate dependent support. You must process AF Form 1466, **Request for Family Member's Medical and Education Clearance for Travel**, according to AFI 24-101 (formerly AFR 75-8, volume 2). You do not need an AF Form 1466 for dependents who are already in the local area.

6.12.3. Complete a new AF Form 965 if you have or are eligible to obtain the necessary service and theater retainability. If you had dependents upon departure from last duty station and originally elected the unaccompanied tour, but now want dependent travel and command sponsorship, you must serve the accompanied tour length and serve at least 12 months from the arrival of dependents or household goods, whichever is longer. You do not have to meet the 12-month requirement if you do not move dependents or household goods at government expense.

6.12.4. Use tables 15 and 16 to request changes to tour election. Your request must include:

6.12.4.1. Date departed last duty station and date departed CONUS.

6.12.4.2. Address where you moved your dependents and household goods on receipt of PCS notice if applicable.

6.12.4.3. Place where dependents and household goods are at present time. Date shipped to current location and if shipped at government expense or yours.

6.12.4.4. Place where government last paid for move of dependents and household goods.

6.12.4.5. Copy of PCS orders and amendments.

6.12.4.6. Copy of the reply to your advance request for CCTVL indicating whether the waiting period for the move of dependents was more or less than 20 weeks.

6.12.4.7. Copy of your AF Form 965.

6.12.4.8. Copy of AF Form 1466, reflecting dependent's current status (not required if dependent is in the local area).

6.13. Changes in Availability for Travel. Inform the MPF within 7 calendar days of any changes in your personal situation that may affect your availability or your family's availability for travel. Request a change of RNLT only when adjustment of your personal travel plans cannot relieve the situation. You must justify all requests and coordinate it through your commander.

6.14. Dependent Travel. Do not make any dependent travel commitments until after you receive your TMO briefing on dependent travel entitlements.

6.15. Citizenship. Members must request review of any assignment to a foreign country of which they are dual or former citizens or to a country where their dependents are citizens, dual, or former. Request the MPF review after official notification of assignment and include all details.

6.16. Stabilized Tour Requests. Request action on your stabilized tour as shown below:

6.16.1. Request curtailment of stabilized tour through the unit commander or equivalent. Indicate if your request is also for a PCS and include any waivers of PCS eligibility requirements necessary.

6.16.2. Request extension of maximum tours through the unit commander not earlier than 15 months before tour completion and for no longer than 12 months at a time.

6.16.3. (Airmen) Request to remain assigned to an SDI minimum stabilized tour for an additional 12 months or reassignment on the tour completion or anniversary RIP. You must request assignment 12 months before the desired reassignment date.

6.17. Officer Mandatory Utilization Waivers. Apply for waiver of mandatory utilization AFS according to paragraph 1.4.2. You don't need a waiver to apply for

AFIT Education, Undergraduate Flying Training, or Operation Bootstrap (see table 26).

6.18. DEROS Options RIP. All people through the grade of colonel, assigned OS, complete a DEROS Option Report of Individual Personnel (DEROSO RIP) to request an indefinite DEROS or an extension of DEROS. **NOTE:** If the MAJCOM or AFMPC disapproves your DEROS extension because of excess manning and you still desire to extend, ask the MPF for manning statistics of other base units in another MAJCOM. If manning supports reassignment to that unit, get an agreement from both gaining and losing commanders. Send extension request to the MPF.

6.19. Rated Officer Training Requests. Rated officers ask for flying training as outlined in AFCAT 36-2223, *US Air Force Formal Schools* (formerly AFR 50-5).

6.20. Education Deferments. Individuals request education deferments or Operation Bootstrap Permissive TDY not to exceed the course completion date (see AFI 36-2306, *Operations and Administration of Education Services Program*, formerly AFR 213-1). You may not request consecutive deferments or additional deferments within 12 months of a completed program.

6.20.1. Officers may request deferment from assignments to complete degree requirements up to a maximum of 12 months for education programs leading to the award of a degree and you don't already have an ASD. Send the request to the Education Officer for certification before sending it to the MPF.

6.20.2. Airmen may request deferments from assignments to complete academic requirements. Send the request to the Education Officer for certification before sending it to the MPF. Airmen may request a maximum deferment of 9 months to complete high school equivalent or 3 months for vocational programs. Career airmen and 6 year enlistees may request 12 month deferments for associate, baccalaureate, and graduate programs.

6.20.3. Education deferments may be waived to permit PCS selection when necessary.

6.21. Assignment Programs. Attachments 2 through 14 show assignment programs that exist for special circumstances. Individuals may apply according to the eligibility criteria using the sample applications (see figures) or application procedure proscribed.

| Table 1. Office of Primary Responsibility (OPR) For Assignment Actions. | | | | | | | | | | | |
|--|---|--------------------------------------|---|---|---|---|---|---|---|---|---|
| LINE | A | B | C | D | E | F | G | H | I | J | K |
| | Office Symbol | AIR FORCE SPECIALTY CODES | | | | | | | | | Functional Area |
| | General Officer Group General/General Selects (See note 1) USAF/DPG | | | | | | | | | | |
| 1 | USAF/DPG | 90G0 | | | | | | | | | All General Officers |
| Air Force Office for Colonel Matters Colonel/Colonel Selects (See note 1) AFDPO | | | | | | | | | | | |
| 2 | USAF/DPOA | All | | | | | | | | | All Colonels |
| Operations Officer Assignments Division (Rated and Nonrated, Lt Colonels and below) HQ AFMPC/DPMRO | | | | | | | | | | | |
| Rated Operations Officers (See note 1) | | | | | | | | | | | |
| 3 | HQ AFMPC/DPMROC1 | 11EX 11FX 12EX | | | | | | | | | Fighter Pilot, Forward Air Controller, Air Operations Staff Director, Air Liaison Officer, Air Operations Officer, Test Pilot, Test Navigator |
| 4 | HQ AFMPC/DPMROC2 | 12FX 12KX | | | | | | | | | Fighter WSO Assignments Section; Weapons Systems Officer, Electronic Warfare Officer |
| 5 | HQ AFMPC/DPMROC3 | 11BX 11RX 12RX 12BX 12KY | | | | | | | | | Bomber Assignments Section |

(Table continued on next page)

| Table 1. Continued. | | | | | | | | | | | |
|----------------------------|--------------------------|--|----------|----------|----------|----------|----------|----------|----------|----------|--|
| L I N E | A | B | C | D | E | F | G | H | I | J | K |
| | Office Symbol | AIR FORCE SPECIALTY CODES | | | | | | | | | Functional Area |
| 6 | HQ AFMPC/ DPMROM1 | 11AXA 11AXD 11AXL 11AXM 11AXV 11AXW 11AXY 11SXG 12AXA 12AXE 11AXY | | | | | | | | | Strategic Air- lift Assign- ments Section |
| 7 | HQ AFMPC/ DPMROM2 | 11A3K 11A3J 11A4W 11S3C 11S3E 11S3F 11S3G 11S3Z 11S4G 12A3C 12A4C 12A4D 12R4E 12S3B 12S3C 12S3G 12S3J 12S3L 12S3Z 12S4D 12S4E 12S4F | | | | | | | | | Tactical Airlift Assignments Section; Pilot, Navigator, Electronic Warfare Ofcr in Search and Rescue, Tac- tical Airlift Operations, Special Recon- naissance, Air Operations Officer, Liai- son Officer |
| 8 | HQ AFMPC/ DPMROM3 | 11H3A 11H3C 11H3D 11H3E 11H3W 11H3Z 11S4V | | | | | | | | | Helicopter Assignments Section |

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| Table 1. Continued. | | | | | | | | | | | |
|----------------------------|--------------------------|---|----------|----------|----------|----------|----------|----------|----------|----------|---|
| L I N E | A | B | C | D | E | F | G | H | I | J | K |
| | Office Symbol | AIR FORCE SPECIALTY CODES | | | | | | | | | Functional Area |
| 9 | HQ AFMPC/ DPMROM5 | 11R3A 11R3B 11R3C 11R3F 11R3G 11R3H 11T3A 11T3B 11T3Z 11T4Y 12R3A 12R3B 12R3D 12R3G 12R3H 12R3J 12R3K 12T3A | | | | | | | | | Tanker Assignments Section Pilot, Navigator, Electronic Warfare Ofcr in RC-135, Electronic Warfare, Air- borne Command and Control, Spec- ial Recon- naissance, Air Operations Staff Director, Air Operations Officer, AWACS, JSTARS |
| 10 | HQ AFMPC/ DPMROM7 | 11AXN 11AXR 11AXS 11AXT 11BXM 11BXR 11BXS 11FXR 11FXS 11KXA 11KXB 11KXC 11RXR 11RXS 11RXT 11TXM 11TXR 11TXS 12AXT 12BXT 12KXA 12KXT 12TXT | | | | | | | | | Trainer Assignments |

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| Table 1. Continued. | | | | | | | | | | | |
|---------------------|--|---|---|---|---|---|---|---|---|---|--|
| LINE | A | B | C | D | E | F | G | H | I | J | K |
| | Office Symbol | AIR FORCE SPECIALTY CODES | | | | | | | | | Functional Area |
| | Non-Rated Operations Officers (See note 1) | | | | | | | | | | |
| 11 | HQ AFMPC/ DPMROO1 | 13SX | | | | | | | | | Sp and Missile Assignments Section; Space and Missile Operations Staff Officer, Missile Combat Crew, Space-lift Operations, Command and Control Warning Officer |
| 12 | HQ AFMPC/ DPMROO2 | 13BX | | | | | | | | | Command and Control Asgmt Section; Air Command and Control Staff Officer, Air Weapons Dir, Battle Management Dir, Operations Mgmt, Air Traffic Control, Combat Control |
| 13 | HQ AFMPC/ DPMROC & AFMPC/ DPMROM | 11A3B 11A3C 11A3F 11BX 11FX 11GX 11KX 11TX 12AX 12BX 12FX 12KX 12RX | | | | | | | | | AETC Instr in T-1, T-37, T-38, T-41, T-3, and T-43, AETC Navigator, Flight Tng Navigator, Generalist Pilot, Generalist Navigator |

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| Table 1. Continued. | | | | | | | | | | | |
|---|--------------------------|----------------------------------|----------------------|--|----------|----------|------------------------------|----------|----------|----------|--|
| L I N E | A | B | C | D | E | F | G | H | I | J | K |
| | Office Symbol | AIR FORCE SPECIALTY CODES | | | | | | | | | Functional Area |
| 14 | HQ AFMPC/ DPMROY | See note 3 | | | | | | | | | Pipeline Mgmt Branch for UFT Gradu- ates and first operational flying assign- ments |
| Mission Support Officer Assignments Division Lt Cols and below, Mission Support Officers (See note 1) HQ AFMPC/DPMRS | | | | | | | | | | | |
| 15 | HQ AFMPC/ DPMRSA | | | | | | 61SX 62EX 63AX | | | | Prgrm Mgmt, R&D Engi- neer, Scientific R&D |
| 16 | HQ AFMPC/ DPMRSC | | | 33SX | | | | | | | Comm Computer |
| 17 | HQ AFMPC/ DPMRSD | | | | | | 64PX 65AX 65FX 65WX | | | | Comptroller, Contracting/ Financial, Cost Analysis, Auditing |
| 18 | HQ AFMPC/ DPMRSF | | | 38MX | | | | | | | Manpower Management |
| 19 | AFMPC/ DPMRSH | | | 36CX 36PX 37AX | | | | | | | Mission Support, Base Support, Information Management, Personnel |
| 20 | HQ AFMPC/ DPMRS1 | 14NX 16AX | | | | | | | | | Air Attache, Intelligence |
| 21 | HQ AFMPC/ DPMRSL | | 23SX 24TX 25LX | | | | | | | | Transportation, Supply/Fuels Management, Logistics Plans |
| 22 | HQ AFMPC/ DPMRSM | | 20CX 21AX 22SX | | | | | | | | Director of Logistics, Missile Maint, Aircraft Main/ Muns |
| 23 | HQ AFMPC/ DPMRSX | 15WX | | 31PX 32EX 33VX 34MX 35BX 35PX | | | | 71SX | 84HO | | Historian, Audio Visual, Public Affairs, Services, Security Police, Special Investi- gations, Band, Weather, Civil Engineering |

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| Table 1. Continued. | | | | | | | | | | | |
|---------------------|---|---------------------------|------------|------|---|---|---|---|--|---|--|
| LINE | A | B | C | D | E | F | G | H | I | J | K |
| | Office Symbol | AIR FORCE SPECIALTY CODES | | | | | | | | | Functional Area |
| | Special Assignments Division (Officers) Lt Cols and Below (See note 1) HQ AFMPC/DPMRJ | | | | | | | | | | |
| 24 | HQ AFMPC/ DPMRJC | | | 30C0 | | | | | 80CO 81CO 81TO 82AO 83RO 85GO | | Organization Commander, Cadet Sqdn, USAFA, Recruiting Service Instr, Academic Program Manager, honor Guard, OTS, Exchange Officer, BMTS, ROTC, Airstaff Rated, Planning Programming, and Politico-Military Affairs |
| 25 | HQ AFMPC/ DPMRJF | | See Note 2 | | | | | | | | Joint Assignments |
| 26 | HQ AFMPC/ DPMRJJ2 | | See Note 2 | | | | | | | | Officer Military Education Branch |
| 27 | HQ AFMPC/ DPMRJS | 16PX 16RX | | 30CX | | | | | 80CO 81CO 81TO 82AO 83RO 85GO | | Organization Commander, Planning and Programming, Intern Politico-Military Affairs, Commander, Cadet Sqdn, USAFA, Recruiting Service Instructor, Academic Program Manager, Honor Guard, OTS, Exchange Ofcr, BMTS, ROTC |

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| Table 1. Continued. | | | | | | | | | | | |
|--|--------------------------|----------------------------------|----------|----------|----------------------|----------|----------|----------|----------|----------------------|---|
| L I N E | A | B | C | D | E | F | G | H | I | J | K |
| | Office Symbol | AIR FORCE SPECIALTY CODES | | | | | | | | | Functional Area |
| 28 | HQ AFMPC/ DPMRJ2 | See note 4 | | | | | | | | | Officer PME/ AFIT Manage- ment Branch |
| Lt Cols and below, Medical Officers (See note 1) Medical Service Officer Utilization Division HQ AFMPC/DPMM | | | | | | | | | | | |
| 29 | HQ AFMPC/ DPMMUD | | | | 47XX | | | | | | Dentist |
| 30 | HQ AFMPC/ DPMMUE | | | | | | | | | 92M0 92M1 92M2 | Students, USUHS & HPSP |
| 31 | HQ AFMPC/ DPMMUM | | | | 44XX 45XX 48XX | | | | | | Physicians, surgery, aero- space medicine |
| 32 | HQ AFMPC/ DPMMUN | | | | 46XX | | | | | | Nurses |
| 33 | HQ AFMPC/ DPMMUS | | | | 41XX | | | | | | Health Ser- vices Manage- ment |
| 34 | HQ AFMPC/ DPMMUW | | | | 42XX 43XX | | | | | | Bio Medical Clinician, biomedical specialist |
| USAF Judge Advocate General (Lt Cols and below see note 1) USAF/JA | | | | | | | | | | | |
| 35 | USAF/JAX | | | | | 51JX | | | | 92JX | Legal |
| USAF Chief of Chaplains (Lt Cols and below see note 1) USAF/HC | | | | | | | | | | | |
| 36 | USAF/HCS | | | | | 52RX | | | | 92R0 | Chaplain |
| Chiefs Group Chief Master Sergeants (including Selects) (See Note 1) HQ AFMPC/DPMRC | | | | | | | | | | | |
| 37 | HQ AFMPC/ DPMRC | All CEM Codes | | | | | | | | | Chiefs Group |

(Table continued on next page)

| Table 1. Continued. | | | | | | | | | | | |
|---------------------|--|---|--|--|---|---|-------|---|-------|---|---|
| LINE | A | B | C | D | E | F | G | H | I | J | K |
| | Office Symbol | AIR FORCE SPECIALTY CODES | | | | | | | | | Functional Area |
| | Airman Assignments Division Senior Master Sergeants and Below HQ AFMPC/DPMRA | | | | | | | | | | |
| 38 | HQ AFMPC/ DPMRAD1 | 1C0XX 1C1XX 1C2XX 1C3XX 1C4XX 1C5XX 1C6XX | 2B0XX 2E0XX 2E1XX 2E2XX 2E3XX 2E4XX 2E5XX 2E6XX 2E7XX 2E8XX 2F0XX 2G0XX 2S0XX 2T0XX 2T1XX 2T2XX 2T3XX 2T4XX | 3C0XX 3C1XX 3C2XX 3C3XX 3E0XX 3E1XX 3E2XX 3E3XX 3E4XX 3E5XX 3E6XX 3E7XX 3E8XX 3E9XX 3K0XX 3M0XX | | | 6C0XX | | 8E000 | 9A100 9D000 9S000 9S100 9S200 | Logistics Support/Communications Electronics Assignments Section, Dormitory manager, Communications Electronics, Command Control Systems, Contracting Instrumentation, Vehicle Maint, Civil Engineering, Transportation, MWR, Services, Fuels, Supply, Logistics Plans, EOD, Disaster Preparedness, Traffic Management, Fire Protection |

(Table continued on next page)

| Table 1. Continued. | | | | | | | | | | | |
|----------------------------|--------------------------|--|---|---|--|--------------|--------------|----------|--|-------------------------|--|
| L I N E | A | B | C | D | E | F | G | H | I | J | K |
| | Office Symbol | AIR FORCE SPECIALTY CODES | | | | | | | | | Functional Area |
| 39 | HQ AFMPC/ DPMRAD2 | See note 5 | | 3A0X 3H0X 3N0X 3N1X 3N2X 3P0X 3P1X3 3R0X 3S0X 3S1X 3S2X 3U0X 3V0X | 4A0X 4A1X 4A2X 4B0X 4C0X 4D0X 4E0X 4F0X 4H0X 4J0X 4M0X 4N0X 4N1X 4P0X 4R0X 4T0X 4U0X 4V0X 4Y0X 4Y1X | 5J0X 5R0X | 6F0X 6F1X | 7S0X | 8B00 8B10 8C00 8F00 8G00 8J00 8M00 8P00 8R00 | 9G000 9J000 9P000 | First Sergeant, Visual Informa- tion, Financial, Personnel, Information Management, Social Actions, Manpower, Public Affairs, Law Enforce- ment, Security Police, Office of Special In- vestigation, Band, Para- legal, Chapel, Medical, Recruiter, Courier, Enlisted Aide, Educational Training, Post- al, Reprograph- ics, Military Instructor, Historian |
| 40 | HQ AFMPC/ DPMRAD3 | 1A0XX 1A1XX 1A2XX 1A3XX 1A4XX 1A5XX 1N0XX 1N1XX 1N2XX 1N3XX 1N4XX 1N5XX 1N6XX 1S0XX 1T0XX 1T1XX 1T2XX 1W0XX | 2A0XX 2A1XX 2A2XX 2A3XX 2A4XX 2A5XX 2A6XX 2A7XX 2M0XX 2P0XX 2R0XX 2S1XX 2W0XX 2W1XX 2W2XX | 3V1XX | | | | | 8A000 8D000 8S000 8S100 8S200 | 9L000 | Operations Support/Maint, Assignments Section; Enlist- ed Aircrew, Intelligence, Imagery, Safe- ty, Weather, Maintenance, Avionics, Munitions Missile |

(Table continued on next page)

| Table 1. Continued. | | | | | | | | | | | |
|----------------------------|--------------------------|----------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|---|
| L I N E | A | B | C | D | E | F | G | H | I | J | K |
| | Office Symbol | AIR FORCE SPECIALTY CODES | | | | | | | | | Functional Area |
| 41 | HQ AFMPC/ DPMRAJ | See note 6 | | | | | | | 8T000 | | Enlisted PME and Joint De- partmental Assignment Branch |
| 42 | HQ AFMPC/ DPMRAS | See note 7 | | | | | | | | | Amn Manage- ment Br Asgnt in conjunction with contin- gencies and force structure changes |
| 43 | HQ AFMPC/ DPMRAS1 | See note 8 | | | | | | | | | Mission Pro- grams and Readiness Section |
| 44 | HQ AFMPC/ DPMRIO2 | See note 9 | | | | | | | | | Special Assignments |
| 45 | HQ AFMPC/ DPMRIP | See note 10 | | | | | | | | | Assignments Procedures, Programs, PCS Budget Branch |
| 46 | HQ AFMPC/ DPMRX | See note 11 | | | | | | | | | Special Pro- grams Division |

NOTES:

1. The OPR for the AFSC is responsible for the member's assignment when released from patient status.
2. For officer AFIT programs and advanced professional military training (Lt Col and below).
3. For UFT Graduates and first operational flying assignments.
4. For any rated officer Lt Col and below.
5. For SMSgt and below assignments, when PCS is the disposition of hospital patients or students, DPMRAD2 is the OPR regardless of AFSC.
6. Enlisted Joint Departmental Assignments (any AFSC) or Enlisted PME assignments.
7. For assignments in conjunction with contingencies and force structure changes.
8. For SMSgt and below, when the letter "P" is in the first position of the assignment action reason (AAR), regardless of AFSC.
9. For Humanitarian and EFMP assignments.
10. For waivers and exceptions to policy, waivers, and procedures.
11. For programs managed, Lt Col and below (any AFSC) and SMSgt and below (any AFSC).

| Table 2. Determining Time on Station Requirements for PCS. | | | | | | | |
|---|---|--|---|---|----------------------------|-----------------------|------------------------|
| R | A | B | C | D | E | F | G |
| U | | and the per- | son is a | then the minimum TOS for the PCS shown below is (see note 2) | | | |
| L | | son is a | Non-career | | | | |
| E | If PCS is | Career Officer or Career Airman | Officer, or First-term Airman (see note 1) | | | | |
| | | | | CONUS-to-CONUS | CONUS-to-OS | OS-to-CONUS | OS-to-OS |
| 1 | operational | X | | 36 months | Not applicable (N/A) | NA | completion of OS tour. |
| 2 | | | X | 12 months | | | |
| 3 | rotational | X | | NA | 24 months | completion of OS tour | |
| 4 | | | X | | 12 months | | |
| 5 | (airmen only) base of preference, (in-place only) | X | | 48 months | N/A | N/A | N/A |
| 6 | (airmen only) base of preference, (including in-place) w/CAREERS retraining | | X | 12 months | | | |
| 7 | (airmen only) base of preference, (including in-place) not w/retraining, w/reenlistment | | X | 24 months | | | |
| 8 | join-spouse (not permissive) | X | X | 24 months | 24 months | completion of OS tour | completion of OS tour |
| 9 | humanitarian/ EFMP | X | X | no minimum | human-no minimum; EFMP-N/A | no minimum | no minimum |
| 10 | to or from training, retraining, or (officers only) education | X | X | | N/A | N/A | N/A |
| 11 | surplus member | X | X | | | no minimum | no minimum |
| 12 | (airmen only) VSBAP | X | X | 36 months | | completion of OS tour | N/A |
| 13 | (airmen only) VSBAP (in-place only) | X | X | no minimum | | N/A | |

(Table continued on next page)

| Table 2. Continued. | | | | | | | |
|----------------------------|--|--|---|---|---------------|---------------|------------------------|
| R | A | B | C | D | E | F | G |
| U L E | | and the person is a Career Officer or Career Airman | or the person is a Non-career Officer, or First-term Airman (see note 1) | then the minimum TOS for the PCS shown below is (see note 2) | | | |
| | If PCS is | | | CONUS-to-CONUS | CONUS-to-OS | OS-to-CONUS | OS-to-OS |
| 14 | from a CONUS-isolated station | X | X | (see note 3) | (see note 3) | N/A | N/A |
| 15 | threatened person assignment (TPA) | X | X | no minimum | no minimum | no minimum | no minimum |
| 16 | a direct result of a major weapons change (for example F-4 to F-15) | X | X | | N/A | N/A | N/A |
| 17 | for initial skill training | | X | | | | |
| 18 | to prepare for a unit deployment | X | X | | | | |
| 19 | under authority of a DoD directive or statute that prescribes a different period | X | X | as prescribed | as prescribed | as prescribed | as prescribed |
| 20 | permissive, exchange within CONUS | X | | 36 months | N/A | N/A | N/A |
| 21 | | | X | 24 months | | | |
| 22 | permissive, expanded | X | | 36 months | | | |
| 23 | | | X | 24 months | | | |
| 24 | permissive, join-spouse | X | X | 12 months | | | 12 months (see note 4) |
| 25 | disqualified for continued duty (see note 5) | X | X | no minimum | | no minimum | no minimum |
| 26 | or upon release from hospital patient squadron or release from confinement as a prisoner | X | X | | no minimum | | |

(Table continued on next page)

| Table 2. Continued. | | | | | | | |
|----------------------------|--|--|---|---|-------------|-------------|------------|
| R | A | B | C | D | E | F | G |
| U L E | | and the person is a Career Officer or Career Airman | or the person is a Non-career Officer, or First-term Airman (see note 1) | then the minimum TOS for the PCS shown below is (see note 2) | | | |
| | If PCS is | | | CONUS-to-CONUS | CONUS-to-OS | OS-to-CONUS | OS-to-OS |
| 27 | (officers only) if a member in a professional skill, such as doctor or lawyer, serving an assignment designated by the Secretary of the Air Force, for the purpose of validating professional credentials or developing expertise in selected specialized skills, before assigning to independent duty without supervision | X | X | no minimum | no minimum | no minimum | no minimum |

NOTES:

1. See attachment 1 for definition of noncareer officer and first-term airman.
2. Compute TOS by adding the required period to the month and year of arrival. For 3 years TOS with a DAS of 26 Jan 95, the member cannot depart before 1 Jan 98. For 1 year TOS with a DAS of 3 Mar 95, the member cannot depart before 1 Mar 96. Do not count the actual number of days. General officers must initiate waivers of these minimums according to paragraph 1.4.2.
3. Individuals accompanied by dependents require 24 months TOS before PCS. Single or unaccompanied people require 15 months TOS before PCS. These are minimum requirements; people may remain assigned longer.
4. This is an exception to the requirement to serve the full oversea tour length.
5. Applies only to individuals disqualified for duty due to loss of AFSC, security clearance or access to SCI, professional certification, nuclear certification or medical qualification, and where no vacant position exists at the same duty station in which members may serve pending requalification.

| Table 3. Determining Service Retainability Requirements For PCS. | | | |
|---|---|--|--|
| R U L E | A | B | C |
| | If PCS is | and | then the minimum service retainability for PCS is (see notes 1, 2, and 3) |
| 1 | any | the person is ineligible to obtain retainability, declines to obtain retainability or exercises 7-day option | as directed by the assignment OPR. The assignment OPR may cancel the selection, obtain retainability waiver, or direct other disposition, as appropriate. |
| 2 | CONUS to CONUS (including in-place for airmen) | rule 3, 4, or 5 does not apply | 24 months. |
| 3 | | AFSC is changing as a result of change of DAFSC (officer) or retraining (airman) | 12 months. |
| 4 | | is a low-cost PCS | not applicable. |
| 5 | | is a humanitarian PCS, upon completion of hospitalization in PCS status, or upon release from confinement | 6 months. |
| 6 | CONUS to OS | | the unaccompanied tour length as shown in table 5 plus the retainability required by table 4. |
| 7 | OS to OS (including in-place consecutive overseas tour (COT)) | | |
| 8 | | | |
| 9 | OS to CONUS | is a low-cost PCS | not applicable. |
| 10 | | is a VSBAP (airmen only) | 24 months. |
| 11 | | table 5 allows an accompanied tour regardless of the person's tour status (see note 4) | 12 months. When the person is ineligible or declines to obtain the retainability, the PDS automatically extends the DEROS to equal the DOS. |
| 12 | | table 5 does not allow an accompanied tour | 12 months. When the person is ineligible or declines to obtain the retainability, and has less than 7 months service retainability, the PDS automatically extends the DEROS to equal their DOS (see note 5). |
| | | | 12 months. When the person is ineligible or declines to obtain the retainability and has at least 7 months retainability, assignment OPRs reassign the person to the CONUS as an exception (see note 5). |

(Table continued on next page)

| Table 3. Determining Service Retainability Requirements For PCS. | | | |
|---|----------------------|------------|--|
| R U L E | A | B | C |
| | If PCS is | and | then the minimum service retainability for PCS is (see notes 1, 2, and 3) |
| 13 | to a stabilized tour | | for officers, the length of the stabilized tour; and for airmen, the normal PCS retainability unless the assignment OPR specifies a longer period. |

NOTES:

1. Compute retainability by adding the number of months required to the month and year of the RNLT. If the person's DOS falls anytime during or after that month and year, then the person has retainability. Do not count the actual number of days.
2. General officers must initiate waivers of these minimums according to paragraph 1.4.2.
3. Certain assignments require service retainability greater than the minimum. Assignment OPRs state the retainability required in assignment remarks or additional assignment instructions. Process the waiver according to paragraph 1.4.2.
4. Use rules 11 and 12 when the accompanied tour is limited by a Command-Sponsored Position Listing (CSPL) which results in people serving an unaccompanied tour of 15 months or less (for example Korea is limited by a CSPL).
5. A person who is eligible to obtain the full 12 months retainability must extend to fulfill the 12 month retainability requirement for a CONUS assignment. A person who is ineligible for the full 12 months must extend for the maximum he or she is eligible for or sign a declination statement before AFMPC will provide an assignment. People who are HYT restricted do not have to complete a declination statement. For example: A person with 5 months retainability upon DEROS may not extend just 2 months to receive a CONUS PCS. He or she would have to extend 7 months to meet the 12 month minimum.

| Table 4. Determining Service Retainability For Oversea PCS Selection. | | | | | |
|--|-------------------------|--|--------------------------------|-----------------------------------|--|
| R U L E | A | B | C | D | E |
| | If the person is | and the OS tour is | and status is volunteer | or status is non-volunteer | then, the person is eligible for selection if the (see note 1) |
| 1 | an officer | short and dependent restricted (including locations where an accompanied tour is allowed, but election of an accompanied tour is restricted by CSPL) | | X | mandatory DOS or mandatory retirement date is the projected DEROS plus 12 months or more (see note 2). |
| 2 | | | X (see note 3) | | mandatory DOS or mandatory retirement date is equal to or greater than the projected DEROS. |
| 3 | | short, not dependent restricted | X (see note 3) | X | mandatory DOS or mandatory retirement date is not less than projected DEROS for the accompanied tour length plus 12 months or more (see note 2). |
| 4 | | standard long | | | |
| 5 | a career airman | short and dependent restricted (including locations where an accompanied tour is allowed, but election of an accompanied tour is restricted by CSPL) | X | X | HYT is equal to projected DEROS, or HYT must be 7 months or more after projected DEROS (see note 4). |

(Table continued on next page)

| Table 4. Continued. | | | | | |
|----------------------------|---|---|--|---|---|
| R U L E | A If the person is | B and the OS tour is | C and status is volunteer | D or status is non-volunteer | E then, the person is eligible for selection if the (see note 1) |
| 6 | a career airman | short, not dependent restricted | X | X | HYT is equal or greater than projected DEROS for the accompanied tour, or the unaccompanied tour plus 12 months, whichever is greater (see note 5). |
| 7 | | standard long | | | HYT is equal or greater than projected DEROS for the accompanied tour (see note 5). |
| 8 | | extended long | | N/A | |
| 9 | a first- term airman (see note 6) | short and dependent restricted (including locations where an accompanied tour is allowed, but election of an accompanied tour is restricted by CSPL) | | X | ETS is equal to projected DEROS, or ETS must be 7 or more months after projected DEROS (see note 7). |
| 10 | | | X | | maximum obtainable DOS (ETS plus extension up to 23 months) is equal to projected DEROS or 7 months or more after projected DEROS. |
| 11 | | short, not dependent restricted | | X | ETS is equal or greater than projected DEROS for the unaccompanied tour length. |
| 12 | | | X | | maximum obtainable DOS (ETS plus extension up to 23 months) is equal or greater than projected DEROS for the unaccompanied tour length plus 12 months |
| 13 | | standard long | | X | ETS is equal or greater than projected DEROS for the unaccompanied tour length. |
| 14 | | | X | | maximum obtainable DOS (ETS plus extension up to 23 months) is equal or greater than the accompanied tour length. |
| 15 | | extended long | X | N/A | |

NOTES:

1. Process waiver requests using paragraph 1.4.2.
2. Assignment OPRs will obtain waivers of this requirement from HQ AFMPC/DPMR for Lt Cols and below or from AFDPO for Colonel and selectees.
3. For officers, as an exception, select an officer as a volunteer if he or she provides a written statement indicating he or she understands the assignment OPR will involuntarily extend his or her OS tour to his or her mandatory DOS or mandatory separation date. In this case, they will separate or retire upon completion of the OS tour.
4. Career airmen, regardless of volunteer status, are ineligible for PCS selection if upon completion of an unaccompanied short-tour, they will be subject to involuntary extension due to ineligibility to obtain retainability for a CONUS PCS. AFMPC/DPMR is the waiver authority for PCS selection.

(Notes to table continued on next page)

5. Career airmen, regardless of volunteer status, marital status or whether or not the airman has dependents, must have or be eligible to obtain retainability indicated to be eligible for selection. Use the 12 months retainability beyond the unaccompanied tour either for a CONUS PCS, or retainability to receive travel of dependents and command-sponsorship if they elect to serve an accompanied tour or acquire dependents. HQ AFMPC/DPMR is the waiver authority for PCS selection.
6. Consider a first-term airman with an approved Career Job Reservation (CJR) as a career airman for retainability for OS PCS selection.
7. HQ AFMPC/DPMR must approve selection for PCS of an airman when, upon completion of an unaccompanied OS short tour the airman would have less than 7 months PCS retainability.

| Table 5. Standard Oversea Tours. | | |
|--|-------------------------------------|-------------------------------------|
| A | B | C |
| Country or Area | Tours in Months (see note 1) | Tours in Months (see note 1) |
| | Accompanied (see note 2) | Unaccompanied |
| ALASKA (except as indicated) (see note 3) | 36 | 36 |
| Adak | NA | 12 |
| Marine Barracks | 24 | 12 |
| Fort Greely | 24 | 12 |
| Clear, Galena, King Salmon and Eareckson | NA | 12 |
| AMERICAN SOMOA | NA | 12 |
| ARGENTINA | 36 | 24 |
| ASCENSION ISLAND | 24 | 12 |
| AUSTRALIA (except as indicated) | 36 | 24 |
| Alice Springs, Woomera, Learmonth | 24 | 15 |
| Exmouth | 24 | 24 |
| AUSTRIA | 36 | 24 |
| BAHAMAS, THE (as indicated) | | |
| Andros Island | 24 | 24 |
| BAHRAIN | 24 | 12 |
| BELGIUM (as indicated) | 36 | 24 |
| Betrix | NA | 12 |
| Florennes (see note 4) | 24 | 12 |
| BELIZE | 24 | 12 |
| BENIN | 24 | 12 |
| BERMUDA | 36 | 24 |
| BOLIVIA | 24 | 18 |
| BOTSWANA | 24 | 12 |
| BRAZIL | 36 | 24 |
| BRITISH INDIAN OCEAN TERRITORY (as indicated) | | |
| Diego Garcia | NA | 12 |
| CAMBODIA | NA | 12 |
| CANADA (except as indicated) | 36 | 24 |
| Argentia, Newfoundland | 24 | 18 |
| Goose Bay, Labrador | 24 | 12 |
| CHAD | 24 | 12 |
| CHILE | 36 | 24 |
| COLUMBIA | 24 | 18 |
| COSTA RICA | 36 | 24 |
| CUBA (as indicated) | | |

(Table continued on next page)

| Table 5. Continued. | | |
|--|-------------------------------------|-------------------------------------|
| A | B | C |
| Country or Area | Tours in Months (see note 1) | Tours in Months (see note 1) |
| | Accompanied (see note 2) | Unaccompanied |
| Guantanamo Bay (except as indicated) (see note 5) | 30 | 18 |
| Marine Barracks | 24 | 12 |
| CYPRUS (except as indicated) | 24 | 18 |
| Akrotiri | 24 | 12 |
| DENMARK (except as indicated) | 36 | 24 |
| Greenland (Kalaallit Nunaat) | NA | 12 |
| DOMINICAN REPUBLIC | 36 | 24 |
| EGYPT (except as indicated) | 24 | 18 |
| Sinai | NA | 12 |
| EL SALVADOR | NA | 12 |
| FRANCE | 36 | 24 |
| GERMANY (except as indicated) | 36 | 24 |
| Geilenkirchen (see note 6) | | |
| Donaueschingen | 24 | 12 |
| GIBRALTAR | 36 | 24 |
| GREECE (except as indicated) | 36 | 24 |
| Parnis and Patras | 30 | 18 |
| Athens (see note 7) | 24 | 15 |
| Araxos, Argypolis, Drama, Elefsis, Horiatis, Levkas, Perivolaki, and Yeannitsa | NA | 12 |
| Crete (except as indicated) | 24 | 18 |
| Souda Bay | NA | 12 |
| Thessaloniki | 24 | 15 |
| GUAM | 24 | 15 |
| GUATEMALA | 36 | 24 |
| HAWAII (except as indicated) (see note 3) | 36 | 36 |
| Kauai | 30 | 18 |
| Pohakuloa Training Area, Bradshaw AAF | 24 | 18 |
| HONDURAS | 24 | 18 |
| HONG KONG, BCC | 36 | 24 |
| ICELAND (except as indicated) (see note 5) | 24 | 12 |
| Hofn | NA | 12 |
| INDIA | 24 | 12 |
| INDONESIA | 24 | 12 |
| ISRAEL | 24 | 12 |
| ITALY (except as indicated) | 36 | 24 |
| Gheddi, Martina Franca, Mt. Corna, Mt. Venda, and Rimini | 24 | 18 |
| Mt. Finale Ligure, Mt. Limbara, Mt. Nardelo, Mt. Pagenella, and Piano di Corsi | NA | 12 |
| Sardina (as indicated) | | |
| La Maddalena | 24 | 24 |
| Decimomannu Air Base (AB) | 24 | 15 |
| Sicily (as indicated) | | |
| Sigonella | 36 | 24 |

(Table continued on next page)

| Table 5. Continued. | | |
|---|-------------------------------------|-------------------------------------|
| A | B | C |
| Country or Area | Tours in Months (see note 1) | Tours in Months (see note 1) |
| | Accompanied (see note 2) | Unaccompanied |
| Comiso | 24 | 12 |
| JAMAICA | 24 | 12 |
| JAPAN (except as indicated) | 36 | 24 |
| Akizuki Kure | 24 | 12 |
| Ie Shima, Okuma, and Seburiyama | NA | 12 |
| Ryukyu Islands (Okinawa) (except as indicated) | 36 | 24 |
| MCAS Futema and MCB Butler | 36 | 12 |
| Kuma Shima | NA | 12 |
| JOHNSTON ATOLL | NA | 12 |
| JORDAN (except as indicated) | 24 | 12 |
| Amman (see note 5) | 24 | 18 |
| KENYA (as indicated) | | |
| Nairobi | 24 | 18 |
| Mombassa | 24 | 12 |
| KOREA (except as indicated) (see notes 5 and 8) | NA | 12 |
| Camp Carroll, Camp Humphreys, Camp Market, Camp Red Cloud, Camp Walker, Chinhae, Hialeah, K-2 AB, Kimhae, Osan AB, Pusan, Pyongtaek, Seoul, Suwon, Taegu, and Yongsan | 24 | 12 |
| KUWAIT | 24 | 12 |
| LAOS | NA | 12 |
| LIBERIA | 24 | 18 |
| MALAYSIA | 36 | 24 |
| MEXICO | 24 | 18 |
| MIDWAY ISLANDS | NA | 12 |
| MOROCCO (except as indicated) | 24 | 15 |
| Casablanca | 24 | 12 |
| Errachidia | NA | 12 |
| NETHERLANDS (as indicated) | 36 | 24 |
| Aruba in the Netherlands Antilles | 24 | 18 |
| NIGER | 24 | 12 |
| NEW ZEALAND | 36 | 24 |
| NICARAGUA | 24 | 18 |
| NORWAY | 36 | 24 |
| OMAN | 24 | 12 |
| PAKISTAN | 24 | 18 |
| PANAMA (see note 9) (except as indicated) | 36 | 24 |
| Galeta Island | 24 | 18 |
| PARAGUAY | 24 | 18 |
| PERU | 30 | 18 |
| PHILIPPINES (except as indicated) (see note 10) | 24 | 12 |

(Table continued on next page)

| Table 5. Continued. | | |
|---|-------------------------------------|-------------------------------------|
| A | B | C |
| Country or Area | Tours in Months (see note 1) | Tours in Months (see note 1) |
| | Accompanied (see note 2) | Unaccompanied |
| JUSMAAG (Manila) | 24 | 18 |
| Gosar City, Wallace AS (Luzon) | NA | 12 |
| PORTUGAL (except as indicated) | 36 | 24 |
| Azores Islands (see note 5) | 24 | 15 |
| PUERTO RICO (except as indicated) | 36 | 24 |
| Caguas, Juana Diaz, Ponce (Ft Allen), Yauco, Isabela | 36 | 18 |
| Vieques Island | NA | 12 |
| QATAR | 24 | 12 |
| SAIPAN (see note 5) | 24 | 12 |
| SAUDI ARABIA (see note 5) | 24 | 12 |
| SEYCHELLES (as indicated) | | |
| Mahe Islands | 24 | 12 |
| SINGAPORE | 36 | 24 |
| SOMALIA | 24 | 12 |
| SPAIN (as indicated) | 36 | 24 |
| Alcoy, Constantina, Elizondo, Rosas, and Villatobas | 30 | 18 |
| El Ferrol | 24 | 24 |
| Sonseca | 24 | 15 |
| Moron Air Base | 24 | 15 |
| Santiago | NA | 18 |
| Balearic Islands and Gorremandi | NA | 15 |
| Adamuz, Ciudad Real, and Estaca De Vares | NA | 12 |
| SUDAN (see note 5) | 24 | 12 |
| THAILAND (except as indicated) | 36 | 24 |
| Chiang Mai | 24 | 18 |
| TUNISIA | 24 | 18 |
| TURKEY (except as indicated) | 24 | 15 |
| Elmadag, Karatas, Malatya | 24 | 12 |
| Balikesir, Cakmakli, Corlu, Erhac, Eskisehir, Erzurum, Iskendrum, Istanbul, Izmit, Murted, Oratakoy, Pirincli, Sahihtepe, Sinop, and Yumurtalik | NA | 12 |
| UNITED ARAB EMIRATES | 24 | 12 |
| UNITED KINGDOM (except as indicated) | 36 | 24 |
| RAF Fylingdales, RAF Machrihanish (Scotland) | 24 | 18 |
| UPPER VOLTA | 24 | 12 |
| URUGUAY | 36 | 24 |
| U.S. TRUST TERRITORY OF THE PACIFIC ISLANDS (MICRONESIA) (as indicated) | | |
| Northern Marianas (Saipan) | 24 | 12 |
| Marshall Islands (as indicated) | | |

(Table continued on next page)

| Table 5. Continued. | | |
|-----------------------------------|-------------------------------------|-------------------------------------|
| A | B | C |
| Country or Area | Tours in Months (see note 1) | Tours in Months (see note 1) |
| | Accompanied (see note 2) | Unaccompanied |
| Enewetok Atoll | NA | 12 |
| Kwajalein Atoll | 24 | 18 |
| VENEZUELA | 24 | 18 |
| VIETNAM | NA | 12 |
| VIRGIN ISLANDS | 36 | 24 |
| WAKE ISLAND | NA | 12 |
| WEST INDIES (as indicated) | | |
| Antigua and Barbados | 36 | 24 |
| Anguilla | 24 | 18 |
| St. Lucia | NA | 12 |
| YUGOSLAVIA | 24 | 18 |
| ZAIRE | 24 | 12 |

NOTES:

1. Individuals assigned to locations where the tour length specified by a government to government contract differs from the prescribed tour will serve the tour length specified in the contract. For attaché duty, the requisition will show the tour length. For additional information contact Air Force Office of Attaché Affairs (AFOAA), 1080 Air Force Pentagon, Washington D.C., 20330-1010. Tour length for the officer exchange program will be as agreed upon with the foreign country. Two-year obligated medical officers serving in shortage specialties as determined by the Secretary of the Air Force in consultation with the AF Surgeon can serve 2-year accompanied tours in long-tour areas. Travel of dependents overseas, shipment of HHG, etc., at government expense is contingent upon officers meeting all other entitlement criteria except the accompanied long tour retainability requirement.

2. For this table only, the abbreviation NA means "not authorized."

3. Tour length changes for Alaska and Hawaii were effective 1 October 1986.

4. Tour length change for Florennes was effective 1 July 1986. Allow accompanied tours only to those members designated by the gaining commander.

5. Accompanied tour and command-sponsorship of dependents permitted only when government family quarters or government approved family quarters and support facilities are available to the individual.

6. Aircrew members (accompanied or unaccompanied) serve a 36-month tour plus the length of in-country training if assignment is to the NATO AWACS E-3A Component as follows: Officers in AFSC 11SX, 12RX, and 13BX; and airmen in AFSCs 1A1X1, 1A3X0, 1A4X0, 1A5X0, 1A5X2 and 1A5X3. Effective for RNLTDs of 1 Jan 93 or after.

7. Tour length for members assigned to the Defense Intelligence Agency and Defense Security Assistance Agency in Athens Greece remains 36 months accompanied and 24 months unaccompanied.

8. Not all service members are eligible to serve an accompanied tour in those locations where such tours are authorized. Eligibility is contingent upon the member's actual duty assignment as determined by US Forces Korea. For assignment purposes, consider those not eligible to elect the accompanied tour as serving a dependent-restricted unaccompanied tour. (Command-sponsored dependents for service member assigned to Suwon reside at Osan AB.)

9. On 8 November 1989, the tour length for Panama was changed to 24/12 (from 36/24). The tour length was changed again on 1 June 90 back to 36/24 (from 24/12). On 20 July 93, the tour length for the following units (only) was changed to 24/12 (from 36/24):

9.1. Det 10, 79 Test and Evaluation Group - PAS AF1CFCD9

9.2. Aerospace Rescue and Recovery Service - PAS AF1LFHBB

9.3. 74 Air Intelligence Squadron - PAS AF1CFJLK

9.4. 6933 Electronic Security Squadron - PAS AFOUF4RY

Changes affected members assigned to Panama or units shown on the date of the change, and to members who departed the CONUS or arrived in Panama on or after the date of the change.

10. The tour length change for the Philippines was effective 1 October 1990; the change affected members assigned to the Philippines on that date, and members who departed the CONUS or arrived in the Philippines on a COT on or after that date.

| Table 6. Priority for OS Tour Selection. | | | |
|--|---|---|---|
| Section A--Short Tour Selection Priority | | | |
| P R I O R I T Y | A | B | C |
| | If members are (see note 1) | and assigned to a duty location | then, select for short tours in order of (see note 2) |
| 1 | in-place COT volunteers | overseas | short-tour returnees by greatest number of previous tours. |
| 2 | COT volunteers | | short-tour returnees by greatest number of previous short tours. |
| 3 | | | long-tour returnees by greatest number of previous short tours. |
| 4 | volunteers | in CONUS and are mandatory PCS moves | date arrived station. |
| 5 | nonvolunteers (see note 3) | in CONUS and are mandatory PCS moves and are vulnerable for involuntary OS PCS selection within 24 months | no previous overseas tours, by ODSD, by date arrived station. |
| 6 | | | fewest previous short tours, by STRD, by date arrived station. |
| 7 | volunteers | in CONUS | date arrived station. |
| 8 | nonvolunteers (see note 3) | | no previous OS tours, by ODSD, by date arrived station. |
| 9 | | | no previous OS short tours, by ODSD, by date arrived station. |
| 10 | | | fewest previous short tours, by STRD, by date arrived station. |
| Section B--Long Tour Selection Priority | | | |
| P R I O R I T Y | A | B | C |
| | If members are (see note 4) | and assigned to a duty location | then, select for long tours in order of |
| 1 | in-place COT volunteers for extended tour (see note 5) | overseas | unaccompanied short-tour returnees by greatest number of previous short tours; long-tour returnees and accompanied people (regardless of tour length) by greatest number of previous short tours. |
| 2 | in-place COT non-CONUS resident volunteers for standard tour in home area | | |

(Table continued on next page)

| Table 6. Continued. | | | |
|--|--|---|--|
| Section B--Long Tour Selection Priority | | | |
| P R I O R I T Y | A | B | C |
| | If members are (see note 4) | and assigned to a duty location | then, select for long tours in order of |
| 3 | in-place COT volunteers for standard tour | overseas | short-tour returnees by greatest number of previous short tours; long-tour returnees by greatest number of previous short tours. |
| 4 | COT volunteers for extended tour (see note 5) | | |
| 5 | COT non-CONUS resident volunteers for standard tour in home area | | |
| 6 | COT volunteers for standard tour | | |
| 7 | volunteers for extended tour (see note 5) | in CONUS and are mandatory PCS moves | date arrived station. |
| 8 | non-CONUS resident volunteers for standard tour in home area | | |
| 9 | volunteers for standard tour | | |
| 10 | nonvolunteers | in CONUS and are mandatory PCS moves and are vulnerable for involuntary OS PCS selection within 24 months | no previous overseas tours, by ODSD; one or more previous OS tours, by ODSD; by date arrived station. |
| 11 | volunteers for extended tour (see note 5) | in CONUS | date arrived station. |
| 12 | non-CONUS resident volunteers for standard tour in home area | | |
| 13 | volunteers for standard tour | | |
| 14 | nonvolunteers | | no previous overseas tours, by ODSD, by date arrived station; one or more previous OS tours, by ODSD, by date arrived station. |

NOTES:

1. Non-CONUS residents may volunteer for assignment to their home area but will have equal priority along with other volunteers within a priority group when assignment is to a short-tour area. For order of selection for long-tour, see Section B.
- EXAMPLE:** A non-CONUS resident COT volunteer would receive equal consideration along with other COT volunteers.
2. Use grade, date of rank, then TAFMSD to break a tie within a priority group.
3. (Officers only) At least 5 years must pass before a nonvolunteer is eligible for selection to another short tour.
4. Use grade, date of rank, then TAFMSD to break a tie within a priority. Extended tour priorities do not apply to officers.
5. Non-CONUS residents who volunteer for assignment to their home area for the extended overseas tour receive equal consideration along with other volunteers for extended overseas tour assignment. For OS selection for other than extended OS tours, consider non-CONUS residents for assignment to their home area ahead of standard OS tour volunteers.

| Table 7. Assignment Priorities For Members Completing Oversea Tours. | | | |
|---|--|---|---|
| R U L E | A | B | C |
| | If a person is serving at an over-sea location and is (see note) | and credited with the number of short tours shown (excluding current tour) | then, their returnee match priority is |
| 1 | unaccompanied and the unaccompanied tour length is 17 months or less and dependents are restricted or limited (member not given the option to take dependents) | 8 or more | 1 |
| | | 7 | 2 |
| | | 6 | 3 |
| | | 5 | 4 |
| | | 4 | 5 |
| | | 3 | 6 |
| | | 2 | 7 |
| | | 1 | 8 |
| | | 0 | 9 |
| 2 | unaccompanied and the unaccompanied tour length is 17 months or less and dependents are not restricted or limited | 8 or more | 10 |
| | | 7 | 11 |
| | | 6 | 12 |
| | | 5 | 13 |
| | | 4 | 14 |
| | | 3 | 15 |
| | | 2 | 16 |
| | | 1 | 17 |
| | | 0 | 18 |
| 3 | unaccompanied and the unaccompanied tour length is 18 months or more, or accompanied (regardless of the accompanied tour length). | 8 or more | 19 |
| | | 7 | 20 |
| | | 6 | 21 |
| | | 5 | 22 |
| | | 4 | 23 |
| | | 3 | 24 |
| | | 2 | 25 |
| | | 1 | 26 |
| | | 0 | 27 |

NOTE. Use this table for airmen. Apply it to officers when other eligibility and qualification factors are equal or similar enough and you need to determine the order to match officers against requirements. Within each priority group, match members currently serving a short-tour who voluntarily extended their tour for a period of 6 or more months, or members currently serving a long-tour who voluntarily extended their tour for a period of 12 or more months beyond their original DEROS ahead of other members within the same priority group. Additionally, each month voluntarily extended beyond the minimum 6- or 12-month period raises the member's priority within their priority group. In the event of a tie within a priority, grade, date of rank, use TAFMSD to break the tie.

| Table 8. TDY To Attend Courses of Instruction in Conjunction With PCS. | | | |
|---|--|---|--|
| R U L E | A | B | C |
| | If member is | and will | then attendance is (see notes 1 through 5) |
| 1 | assigned PCS from CONUS to OS | attend courses at one location | TDY and return to current base before PCS; or, TDY en route (see note 6). |
| 2 | | attend two or more courses and time between courses is less than 7 calendar days | TDY (continuously from course to course) and return to current base before PCS; or, TDY en route (continuously from course to course) (see notes 6 and 7). |
| 3 | | attend two or more courses and time between courses is 7 or more calendar days plus travel time | TDY and return to current base between courses before PCS (see note 7); or, TDY en route (continuously from course to course) with leave authorized between courses (see notes 6 and 7). |
| 4 | assigned PCS within the CONUS (see note 8) | attend courses at one location | TDY and return to current base before PCS; or, TDY en route; or, TDY and return to new base (see note 9). |
| 5 | | attend two or more courses and time between courses is less than 7 calendar days | TDY (continuously from course to course) and return to current base before PCS (see note 7); or, TDY en route (continuously from course to course (see note 7); or, TDY (continuously from course to course) and return to new base (see notes 7 and 9). |
| 6 | | attend two or more courses and time between courses is 7 or more calendar days plus travel time | TDY and return to current base between courses before PCS (see note 7); or, TDY (continuously from course to course) with leave authorized between courses and return to current base before PCS (see note 7); or, TDY en route (continuously from course to course) (see note 7); or, TDY and return to new base between courses (see notes 7 and 9); or, TDY (continuously from course to course) with leave authorized between courses and return to new base (see note 9). |
| 7 | assigned PCS from OS to CONUS (see note 8) | attend courses at one location | TDY en route; or, TDY and return to new base (see note 9). |
| 8 | | attend two or more courses and time between courses is less than 7 calendar days | TDY en route (continuously from course to course) (see note 7); or, TDY (continuously from course to course) and return to new base (see notes 7 and 9). |
| 9 | | attend two or more courses and time between courses is 7 or more calendar days plus travel time | TDY en route (continuously from base to base) with leave authorized between courses (see note 7); or, TDY and return to new base between courses (see notes 7 and 9). |
| 10 | assigned PCS from overseas to overseas | attend one or more courses | TDY en route, and total period of TDY will not exceed the total length of the course or courses including travel time between courses (see notes 6 and 7). |

NOTES:

1. If you do not receive training instructions within 60 days of departure, then cancel the TDY for that particular training. Gaining unit may send the member TDY and return. This does not apply to officer or airmen in flying duties.
2. For courses of 20 weeks or more, members will attend in PCS status. Assign airmen graduating from basic training to school in PCS status if assigning them directly to a technical school regardless of the course length.
3. Additional restrictions to selection of travel mode are:
 - 3.1. Do not direct travel TDY and return to the new base if assigning member OS.
 - 3.2. Do not direct travel TDY and return to the current base for those returning from OS to a CONUS assignment.

(Notes to table continued on next page)

- 3.3. Do not direct TDY en route PCS for a COT within the same theater with training in the CONUS.
- 3.4. Direct TDY en route PCS for a COT in a different theater with training in the CONUS.
- 3.5. Do not direct TDY en route PCS for members whose TDY location is within commuting distance of either their losing or gaining base.
4. When more than one TDY option exists the assignment OPR or MPF computes the options and directs the least costly option. There are times when the directed travel mode may cause a member a personal, financial or dependent hardship uncommon to others in similar situations. If the member requests deviation from the least expensive mode based on hardship, he or she will submit a request substantiating the details of hardship to the MPF Chief for final approval/disapproval. Do not approve deviations solely for personal convenience.
5. Members performing TDY en route begin PCS upon departure from their current station. They must meet all PCS eligibility requirements, (for example, TOS, second PCS in same FY, etc.) on the departure date from their current station, unless the appropriate authority approves the required waiver. Base TOS and DLA entitlement on the date the member begins PCS.
6. When assigning members overseas who attend a course or courses in TDY en route status do not include in special orders that the member must depart the day after graduation date from the last course. Members must make their travel arrangements and arrive at the port in compliance with their port reporting instructions. Charge leave to those who arrive at the port earlier than their directed reporting instructions.
7. Include in the special orders a "report not earlier than date" one day prior to class start date and direct the member to depart not later than one day after graduation. Do not include the "report not earlier than date" for the second or subsequent course, but do include a report not later than date. Member must report for duty immediately upon completion of travel. Charge leave to those who complete travel, but do not report for duty, up to the day they report for duty (class).
8. Officers selected to attend missile training with subsequent assignment to a missile unit will proceed directly from AETC training to operation readiness training, then to unit of assignment using authorized travel time only. The member must take leave en route, if desired, before entry into AETC training.
9. If satisfactory completion of training is a requirement to qualify for PCS, then member will not attend TDY and return to new base.

Table 9. Determining RNLTD And PDD.

| R U L E | A | B | C |
|----------------------------|---|---|---|
| | If PCS is | then within the limits of note 1 below, PDD is | and RNLTD is |
| 1 | CONUS-to-OS | determined by the commander (see note 2) and member | the last day of the requirement month unless otherwise established by the assignment OPR (see note 3). |
| 2 | COT | within DEROS month (see note 4) | the last day of the requirement month unless otherwise established by the assignment OPR (see note 4). |
| 3 | OS-to-CONUS (unless rule 6 applies) | | DEROS plus 45 calendar days unless otherwise established by the assignment OPR (see note 4). |
| 4 | CONUS-to-CONUS (unless rule 5, 6, or 7 applies) | determined by the commander and member (see note 2) | the last day of the requirement month unless otherwise established by the assignment OPR. |
| 5 | from training or education | the date of graduation, or as determined by the commander (see note 5) | 40 calendar days after the graduation date, or the actual departure date plus actual leave and travel time authorized (see note 5). |
| 6 | to training or education | when member is OS, (see note 6); when member is in CONUS, determined by the commander and member (see note 2) | 1 day before the class starting date, or as required by AFCAT 36-2223. |

(Notes to table on next page)

| Table 9. Continued. | | | |
|----------------------------|---|--|------------------------------------|
| R U L E | A | B | C |
| | If PCS is | then within the limits of note 1 below, PDD is | and RNLTD is |
| 7 | due to base or unit deactivation or closure (CONUS-to-CONUS, OS-to-OS only) | determined by the commander based on mission requirements (as an exception to note 1, PDD may exceed 60 days before RNLTD without change to RNLTD) | established by the assignment OPR. |

NOTES:

1. Do not deviate from the guidance in these notes or the table without specific approval of the assignment OPR. Establish PCS requirements by month based on manning requirements. When essential, you may specify a day other than the last day of the requirement month as the RNLTD. A date earlier than the 10th day of a month requires prior approval of HQ AFMPC/DPMRIP. Each PCS selection contains a PDD. This initial PDD is only an approximate date. Determine the actual departure date by subtracting the number of days leave the commander approves, maximum allowable travel time, and any other authorized period from the RNLTD. If the member requires advance leave, the commander complies with AFI 36-3003, *Military Leave Program*, and may delay departure on PCS. The commander will not approve departures from CONUS station more than 60 days before the RNLTD. Departures earlier than 60 days before RNLTD requires approval from the assignment OPR. The assignment OPR determines if an earlier requirement exists at the gaining unit and, if so, changes the RNLTD. A member's availability earlier than anticipated could result in a change in both the end assignment and the reporting date to meet a more urgent requirement for which the member was not originally eligible or available. If a desired departure date requires waiver of PCS eligibility and no waiver has been granted, then restrict departure to a date after the individual meets all minimum PCS eligibility requirements. When assignment is overseas, the servicing MPF requests flight reservations from the TMO as outlined in AFI 36-2102 (formerly AFR 35-17) and AFI 24-101 (formerly AFR 75-8). Personnel cannot depart PCS without a firm port call date. AFI 24-101 applies for dependents with approved concurrent travel. MPFs will not request, and TMOs will not schedule, a member's port call earlier than the first day of the RNLTD month. Schedule port calls so that the member is in place at the new overseas duty station on or before the RNLTD.
2. You do not need approval of the unit commander to change the PDD within 5 calendar days of the originally approved PDD. This does not preclude a unit commander from establishing a local requirement that he or she personally approve all changes of the originally approved PDD.
3. For oversea assignments, the TMO may schedule the member to move overseas on any day during the reporting month which meets the RNLTD. Do not establish an RNLTD which requires reporting to a port between 20 December and 5 January, unless there are overriding military considerations.
4. For COT assignments, the member controls the number of days leave en route he or she wants by requesting the MPF adjust his or her departure date within the DEROS month. When necessary to preclude arrival before the RNLTD month, the MPF may request the member voluntarily extend DEROS, or the MPF may request the assignment OPR to change the RNLTD. For OS-to-CONUS assignments, to preclude a member from having to take unwanted leave, the member may request an adjustment of their departure date within the DEROS month. For COT or OS-to-CONUS PCS, for operational reasons, a commander may retain a member at his or her duty station up to the last day of the DEROS month. To ensure maximum use of transportation, the MPF can direct movement of a member on any day within the DEROS month.
5. For students, when assignment is in the CONUS, the RNLTD shown in member's PCS orders may be earlier than the RNLTD shown in the PDS. The RNLTD in the orders is the graduation date plus actual number of days leave desired plus travel and other time authorized. There is no requirement to make a formal change of RNLTD in the PDS to agree with the orders.
6. Adjust the departure date so that member reports as required by the RNLTD. To preclude the member from taking unwanted leave, locally adjust the departure date within the DEROS. The member may also request a DEROS extension, or the MPF advises the assignment OPR who involuntarily extends or curtails the DEROS, or adjusts the RNLTD (which may involve rescheduling of training class).

| Table 10. Determining Assignment Selection Date (ASD). | | | | | | | |
|--|--|--------------------|------------------|--|---|--|---|
| RULE | A | B | C | D | E | | |
| | If the member is (see note 1) | and is an officer, | or, is an airman | then, establish the ASD by (see note 2) the | and the date is | | |
| 1 | an AFMPC name selection (other than rules 3 and 4) | X | X (see note 4) | assignment OPR | when a name is applied to a requirement. | | |
| 2 | completing a CONUS minimum stabilized tour | | | | | | |
| 3 | completing an overseas tour or CONUS maximum stabilized tour (see note 3) | | | | | the last day of the 10th calendar month before the DEROS or availability month (see note 7). | |
| 4 | | | X | | | the 25th day of the 8th month before the DEROS or availability month (see note 7). | |
| 5 | identified by the MAJCOM or lower level | X | | using the date a name was applied to the requirement | approved by the assignment OPR, unless they specify a different date. | | |
| 6 | nominated for possible reassignment | X (see note 5) | X (see note 6) | | | | |
| 7 | selected for a training or education course | X | X | | | as determined by the event selection authority. | |
| 8 | at a moving or deactivating unit; a closing base; or unit/base undergoing other realignment action | | | | | assignment OPR | as authorized by USAF or HQ AFMPC/DPMRIP. |
| 9 | reported as available for reassignment | | | | | MAJCOM | approved by the assignment OPR, unless they specify a different date. |

NOTES:

1. Use this table in conjunction with paragraph 6.3. As used here, "assignment" means a PCS, training (whether or not listed in AFCAT 36-2223) or education course, whether the member attends training or education course in PCS or TDY status (including TDY on the same base). AFDPG/AFDPO or HQ AFMPC/DPMRIP may authorize the use of an ASD other than as shown above (for example, a permanent change of assignment on the same station).
2. AFDPG establishes the ASD for general officers (including brigadier general selectees), and AFDPO establishes the ASD for colonels (including colonel selectees).
3. For automatic ASDs based on a schedule, the ASD in the assignment transaction is actually the date the assignment OPR applies the name to the end assignment.
4. For airmen retraining, the ASD is the date of the letter from AFMPC which approves or directs retraining.
5. The 7-day option period begins when officially notified of selection with end assignment location and counseled on the ADSC incurred.
6. Airmen nominated do not have to exercise the 7-day option or decline to obtain service retainability until the assignment OPR determines them to be a firm selectee and when officially notified of selection. After finalizing the selections, cancel the ASDs of nominees not selected.
7. For officers, ASDs are automatically computer generated and a Report on Individual (RIP) produced for reassignments based on a schedule. Otherwise, the assignment OPR manually establishes ASDs in conjunction with assignment selection.

| Table 11. Assignment Availability Codes. | | | | | | |
|---|------------------------|---|---|----------------------------------|--|---|
| R U L E | A Code | B Title | C Applies to Officers | D or, Airmen | E Description | F Deferment Period (see note 1) |
| 1 | 01 | Administrative Officer in Operational Duties | X | | Identifies administrative officers assigned to operational duties. | Date assigned duty plus 2 years. |
| 2 | 02 | Operation Bootstrap | X | | Approved or enrolled in Bootstrap Education Program according to AFI 36-2306. | Graduation date. |
| 3 | 05 | Application for program leading to a commission (see note 2) | | X | Airman applied for commission through a service academy, preparatory school, AFROTC, or AECP. | Date of application plus: AECP-9 months; service academy, preparatory school, AFROTC, and OTS-12 months. |
| 4 | 06 (see note 3) | Special Humanitarian (see note 2) | | | Discontinued; no new deferments authorized. Airman has between 15 and 19 1/2 years service and has been reassigned or deferred under attachment 7. | Date of approved application plus 18 months or TAFMS date (TAFMSD) plus 19 1/2 years, whichever is earlier; AFMPC may extend. |
| 5 | 08 | CDA Retainability (see note 2) | | | Airman declines to reenlist or extend current enlistment to acquire CDA retainability or elects to retire in lieu of attending training or retraining. | Date the member signs AF Form 964 or date of application for retirement, until DOS. |
| 6 | 09 | Declined to obtain required retainability for PCS, or training, or, elected retirement in lieu of PCS. (Includes when additional retainability is required due to change in PCS, TDY, or training requirement.) (see notes 2 and 4) | | | (1) Airman declines to reenlist or extend current enlistment, to acquire retainability and executes AF Form 964 or, (2) elects retirement in lieu of PCS and executes AF Form 1160 (including when retirement is in lieu of change of end assignment prior to PCS departure.) | Date the member signs AF Form 964 or date of application for retirement, until DOS. |

(Table continued on next page)

| Table 11. Continued. | | | | | | |
|----------------------|------|--|------------------------|---------------|--|---|
| R U L E | A | B | C | D | E | F |
| | Code | Title | Applies to Officers | or, Airmen | Description | Deferment Period (see note 1) |
| 7 | 10 | Not selected for reenlistment | | X | Airman considered but not selected for reenlistment under the Selective Reenlistment Program (SRP) (AFI 36- 2606.) | Enter date of nonselection; duration is until the member separates. |
| 8 | 11 | Drug Abuse Rehabilitation (see note 2) | X | | Member is in the USAF Drug Rehabilitation Pro- gram for other than opiate drugs. | Date entered in TRACK V not to exceed 12 months without prior approval of HQ AFMPC/DPMRIP1. |
| 9 | 12 | Article 15 (see note 2) | | | Member has punishment in excess of 30 days or suspended punishment in excess of 30 days. | Effective date of punishment plus period of punishment or suspension. |
| 10 | 13 | International Hold | | | Member placed on hold according to AFI 51-703. | See notes 2, 5, and 6. |
| 11 | 14 | Material Witness | | | Member identified by SJA as a material witness for a courts-martial, trial in a foreign country (criminal or civil) or certain non- criminal trials in US, state, or federal courts (see note 7). | Date identified by SJA plus estimated period needed to complete trial proceedings (not to exceed 6 months without HQ AFMPC/ DPMRIP1 approval). |
| 12 | 15 | Court-Martial, or Civil Court (see note 2) | | | Member under criminal charges and (or) awaiting trial by military court- martial, or under charges and (or) awaiting trial by a civilian court for an offense for which the maximum punishment for the same or closely related offense under the MCM is confinement for 1 year or more. | Date charges preferred plus 6 months (not to exceed 6 months without prior approval from HQ AFMPC/ DPMRIP1). |
| 13 | 16 | Control Roster (see note 2) | | | Member undergoing spe- cial period of observation according to AFI 36- 2907. | Date placed on control roster plus period of observation. |

(Table continued on next page)

| Table 11. Continued. | | | | | | |
|-----------------------------|--|---|--------------------------------|-----------------------|---|--|
| R U L E | A | B | C | D | E | F |
| | Code | Title | Applies to Officers | or, Airmen | Description | Deferment Period (see note 1) |
| 14 | 17 | Under SP/OSI Investigation (see note 2) | X | X | Includes investigation by the Base Security Police, Office of Investigations and the Office of Special Investigations (OSI) (excludes normal security clearance investigations conducted according to AFI 31-501). | Date investigation is directed plus estimated period of completion (not to exceed 6 months without prior approval of HQ AFMPC/DPMRIP1). |
| 15 | 18 | Sponsored Military Medical Training | | | Officer in sponsored military medical training. | Date entered training until completion of training. |
| 16 | 19 | Referral OPR/EPR (see note 2) | | X | Member whose most recent OPR/EPR is referral according to AFI 36-2402/36-2403. | OPR/EPR closeout date plus 6 months. |
| 17 | 20 | Alcohol Abuse Rehabilitation (see note 2) | | | Member is in local Alcohol Rehabilitation Program. | Date entered in TRACK IV or V not to exceed 12 months without prior approval from HQ AFMPC/DPMRIP1. |
| 18 | 21 (See note 3 when reason is "other.") | Commander-Directed Hold (see note 2) | | | Commander's option to retain an officer to complete actions under AFI 36-3206, AFI 36-2911, 2Lts non recommended for promotion to 1Lt, and Article 32, UCMJ investigations. (HQ AFMPC/DPMRIP2 may approve "other" reasons). | Date officer officially notified (in writing) of action plus estimated period for completion of action, not to exceed 4 months without prior approval from HQ AFMPC/DPMRIP1, except for AFI 36-3206 cases which may not exceed 12 months. |
| 19 | 21 | Commander-Directed Hold (see note 2) | | X | Airman placed on hold for completion of action under AFIs 36-3208, 36-2503, 36-2911, or Article 32 UCMJ investigation; or, other hold reasons. The commander must request and HQ AFMPC/DPMRIP1 must approve other hold reasons prior to updating the AAC. | Date airman officially notified (in writing) of action plus estimated period for completion of action, not to exceed 4 months without prior approval from HQ AFMPC/DPMRIP1, except for members processed for dual action or lengthy service separation (AFI 36-3208) which may not exceed 12 months. |

(Table continued on next page)

| Table 11. Continued. | | | | | | |
|-----------------------------|--------------------|---|--------------------------------|-----------------------|---|---|
| R U L E | A | B | C | D | E | F |
| | Code | Title | Applies to Officers | or, Airmen | Description | Deferment Period (see note 1) |
| 20 | 22 | Tenured Faculty | X | | Officer holding Tenure Faculty Appointment at the USAF Academy. | Date the appointment is approved, in 4 year increments, to mandatory retirement or 30 years TAFCS, whichever is earlier. |
| 21 | 24 | Applied or Nominated for Assignment or Training School (see note 2) | | | Officer applied or nominated for an assignment or training school and the prescribing directive states officer is ineligible for other assignment actions until released or selected. | Date anticipated entry into class, or date member will move if selected for assignment. |
| 22 | 25 | Selected for Special Duty or Formal Training (see note 2) | | X | Airman selected for special duty assignment or a formal school and there is not a firm reporting date | ASD plus 6 months. |
| 23 | 26 | Officer With Established DOS (see note 2) | X | | Officer with established DOS returned to CONUS for separation or retirement at port (AFIs 36-3207 and 36-3203). | DOS or retirement date. |
| 24 | 27 (see note 3) | Nominated for a Special Duty Assignment or MAJCOM assignment (see note 2) | | X | Airman nominated to HQ USAF or MAJCOM controlled assignment. | Date of nomination not to exceed 6 months. A MAJCOM, FOA or DRU must obtain approval from the assignment OPR on an individual basis before authorizing members deferment. |
| 25 | 28 | Base of Preference | | | Approved for BOP. | Compute date according to attachment 2. |
| 26 | 29 | Retrainee | | | approved for retraining according to AFI 36-2204. May be through OJT or formal training. | Date entered into OJT retraining, or date completed formal school training, until upgraded to AFSC commensurate with grade not to exceed 24 months. |

(Table continued on next page)

| Table 11. Continued. | | | | | | |
|-----------------------------|--------------------------|---|--------------------------------|-----------------------|--|--|
| R U L E | A | B | C | D | E | F |
| | Code | Title | Applies to Officers | or, Airmen | Description | Deferment Period (see note 1) |
| 27 | 30 (see note 3) | Humanitarian Reassignment/ Deferment | X | X | Member reassigned or deferred from reassignment for humanitarian reasons according to attachment 7. | If member reassigned 24 months from DAS. If deferred at current station, 18 months from date of approval. |
| 28 | 31 | Medical Deferment (see note 6) | | | Temporary disqualification for worldwide duty (profile 4T) to include retention beyond DEROS or DOS when approved by HQ AFMPC/DPMMS. | Date of availability in AF Form 422, Physical Profile Serial Report, section IV (not to exceed 12 months from date medical problem incurred), or expiration of medical hold imposed by HQ AFMPC/DPMMS. |
| 29 | 32 | Join-Spouse Assignment | | | Military couple assigned jointly according to attachment 8. | Defer both members for 24 months from DAS of last arriving member. Update not required if serving overseas. |
| 30 | 34 (see note 3) | EFMP Reassignment or Deferment | | | Member reassigned or deferred for EFMP reasons according to attachment 7. | Date of arrival plus 12 months, or date of approval not to exceed 12 months. |
| 31 | 36 (see note 3) | AFMPC Con- trolled, Force Structure Changes | | | Member deferred from assignment until DOA, then reassign PCA or PCS, as necessary. | Entry date plus period established by AFMPC. |
| 32 | 37 | Medical Evaluation Board (MEB) or Physical Evaluation Board (PEB) (see notes 6 and 8) | | | Member deferred from PCS reassignment pending results of MEB or PEB. | Date of availability in AF Form 422, Physical Profile Serial Report , not to exceed 12 months from the date of the form, unless otherwise directed by HQ AFMPC/DPMMS. |

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| Table 11. Continued. | | | | | | |
|-----------------------------|--------------------------|--|--------------------------------|-----------------------|--|---|
| R U L E | A | B | C | D | E | F |
| | Code | Title | Applies to Officers | or, Airmen | Description | Deferment Period (see note 1) |
| 33 | 38 | Recalled Retiree | | X | Airman is a Regular Air Force retiree voluntarily recalled to active duty according to 10 U.S.C. 688. Do not reassign without approval of assignment OPR and airman is ineligible for OS PCS, except as a volunteer. | Date of entry on extended active duty (EAD) plus period of active duty. |
| 34 | 39 (see note 3) | Assignment Freeze Status, Other | X | | Do not reassign the member PCS, CONUS or overseas, except as authorized by AFMPC. | As directed by AFMPC, or MAJCOM with approval of assignment OPR, but not to exceed 18 months. |
| 35 | 40 | AFMPC-Directed Involuntary Consecutive Oversea Tour (ICOT) | | X | Member completed an Involuntary Consecutive Oversea Tour and is ineligible for involuntary PCS selection for 24 months, except mandatory moves. | 24 months from date arrived in CONUS upon completion of the ICOT. |
| 36 | 41 | Voluntary Stabilized Base Assignment Program (VSBAP) | | | Airman has an approved application to remain at present VSBAP base. | 4 or 5 years from date of approval. |
| 37 | | | | | Airman reassigned under the VSBAP. | 4 or 5 years from date arrived station. |
| 38 | 42 | 5 year Stabilized Tour (see note 9) | | | Airmen assigned to certain units or functions and HQ AFMPC/DPMRIP approves the temporary deferment. | Date of assignment to unit or function plus 5 years. |
| 39 | 43 | 4 year Stabilized Tour (see note 9) | | | | Date of assignment to unit or function plus 4 years. |

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| Table 11. Continued. | | | | | | |
|-----------------------------|--------------------------|---|--------------------------------|-----------------------|--|--|
| R U L E | A | B | C | D | E | F |
| | Code | Title | Applies to Officers | or, Airmen | Description | Deferment Period (see note 1) |
| 40 | 44 | 3 year Stabilized Tour (see note 9) | | X | Airmen assigned to certain units or functions and HQ AFMPC/ DPMRIP approves the temporary deferment. (Include airmen assigned to instructor positions at medical treatment facili- ties conducting Phase II Medical Training Pro- gram.) | Date of assignment to unit or function plus 3 years. |
| 41 | 45 | 2 year Stabilized Tour (see note 9) | | | Airmen assigned to certain units or functions and HQ AFMPC/ DPMRIP approves the temporary deferment. | Date of assignment to unit or function plus 2 years. |
| 42 | | | | | NCOs approved for retraining under FY air- men retraining program and PALACE FIRST. | 24 months from the date entered into retraining or date arrived station when PCS is in conjunction with retraining or until upgraded to AFSC commensurate with grade, whichever is earlier (see note 10). |
| 43 | | | | | Airmen who complete weapon system training in AFSC 1A13X or 1A23X. | 24 months from date airman completes weapon system training. |
| 44 | 46 | Joint Duty Tour in the CONUS | X | | Officer Joint Duty Tour in the CONUS. | Date of assignment to unit or function plus authorized tour length. |
| 45 | 47 | HQ USAF and related Activities (see note 9) | | X | Airmen assigned to Air Staff, Air Staff Support, Air Force Elements (AFELM). | Date assigned plus number of years authorized or as determined by HQ AFMPC/ DPMRAJ. |
| 46 | 48 (see note 3) | School Assignment | X | | School assignments con- trolled by AFMPC. | Entry date plus course length. |
| 47 | 50 | CONUS Maximum Stabilized Tours (see note 9) | | X | Tours for departmental or joint activities in the CONUS. | Date assigned plus number of years authorized. |

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| Table 11. Continued. | | | | | | |
|-----------------------------|--------------------------|---|--------------------------------|-----------------------|--|---|
| R U L E | A | B | C | D | E | F |
| | Code | Title | Applies to Officers | or, Airmen | Description | Deferment Period (see note 1) |
| 48 | 50 | CONUS Maximum Stabilized Tours (see note 9) | X | X | Tours controlled by HQ USAF and AFMPC. | Date assigned plus number of years authorized. |
| 49 | | | | | Airmen assigned duties in units or activities whose tour is limited to preclude prolonged assignment out- side normal duties. | Date of assignment plus duration of deferment. |
| 50 | 51 | Minimum Stabilized Tours (see note 9) | X | | Tours controlled by MAJCOM. | Date assigned plus number of years authorized. |
| 51 | 51 (See note 3) | Operational Deferment (see note 9) | | X | Airmen assigned to units or functions whose temporary deferment has been approved on an individual basis (by- name) by HQ AFMPC/ DPMRA for operational reasons. | Date of approval by HQ AFMPC/DPMRA through the date approved (see paragraph 4.17.2). |
| 52 | 52 (See note 3) | Voluntary Education Program | X | | Enrolled in off-duty education program as shown in paragraph 4.17.3 and AFI 36-2306. | Period authorized by the specific program as shown in paragraph 4.17.3 and AFI 36-2306. |
| 53 | 53 | CONUS-Isolated Station | | | Member assigned to a CONUS-isolated station as shown in paragraph attachment 3. | Date assigned plus 15 months for single or unaccompanied members and 24 months for accompanied members. |
| 54 | 54 (See note 3) | AFMPC Controlled, Force Structure Changes | | | Airmen assigned to a deactivating base, weapon system change units, or building unit. | Date of approval by HQ AFMPC/DPMRAS1 plus period of deferment. |
| 55 | 55 | Minimum Stabilized Tours (see note 9) | X | | Tours controlled by HQ USAF and AFMPC. | Date assigned plus number of years authorized. |
| 56 | 56 (See note 3) | Secretary of the Air Force Personnel Control List (see note 9) | | X | Members deferred on an individual basis (by- name) by the Office of the Secretary of the Air Force. List managed by HQ AFMPC/DPMRX. | As determined and updated by HQ AFMPC/DPMRX. |

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| Table 11. Continued. | | | | | | |
|-----------------------------|------------------------|---|---|----------------------------------|--|--|
| R U L E | A Code | B Title | C Applies to Officers | D or, Airmen | E Description | F Deferment Period (see note 1) |
| 57 | 57 | Minimum Stabilized Tours (see note 9) | X | | Officers assigned to Presidential Support Duties. | Date assigned plus number of years authorized. |
| 58 | 58 (See note 3) | Operational Deferment (see note 9) | | | Officer considered essential to a specific project or program. | As directed by AFMPC (see paragraph 4.17.2). |
| 59 | 67 | Aviation Service Under Review | | | Continued utilization in aviation service is under review according to AFI 36-2214. | Date action initiated plus 3 months; (continued in 3-month increments until AF/XOOTW advises to remove). |
| 60 | 69 | Reported as Bypass Specialist or Trainee Application to Join-Spouse | | X | Basic military trainee reported by MAJCOM or AFMPC as bypass specialist or basic military trainee who has made application to join-spouse. | Basic military Training (BMT) graduation. |
| 61 | 70 | HQ USAF or MAJCOM Hold | | | Basic military trainee identified by 3507 Amn Class Sq who has unique clearance problems that prohibit classification and reassignment. AETC or AFMPC must approve action. | |
| 62 | 71 | Guarantee AFSC Program | | | Basic military trainee who enlisted under the Guarantee AFSC Program. | |
| 63 | 72 | Waiver of Mandatory Classification Prerequisites | | | Basic military trainee who applied for a waiver of the mandatory classification prerequisites in either AFI 36-2108 or AFCAT 36-2223. | 1 day before the normal classification date of the week group that airman is in. |
| 64 | 73 | Basic Military Trainee Recommended for Separation | | | Basic military trainee recommended for separation under AFI 36-3208. | Date of recommendation plus 6 months. |
| 65 | 74 | HQ AETC-Directed Special Projects (PACE Only) | | | Basic military trainee recommended for the HQ AETC-directed special project. | Date of BMT graduation plus 6 weeks. |

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| Table 11. Continued. | | | | | | |
|----------------------|------|---|------------------------|---------------|--|--|
| R U L E | A | B | C | D | E | F |
| | Code | Title | Applies to Officers | or, Airmen | Description | Deferment Period (see note 1) |
| 66 | 77 | OS Tour Extension Incentive Program (OTEIP) | | X | Airman who extended OS tour under the OTEIP. | Automatic update when DEROS change reason is Y1, Y2, or Y3. DOA is 12 months from DEROS PREV, or 12 months from DOA of prior AAC 77 (see note 11). |
| 67 | 79 | Guaranteed Base of Choice Upon En- listment | | | Airmen who enlisted for guaranteed base of choice. | Date of assignment of base of choice plus 12 months. |
| 68 | 80 | Non-CONUS Resident | X | | Non-CONUS resident serving in his or her oversea home area. | Date departed CONUS or date arrived a new location for COT, plus the prescribed tour length. |
| 69 | 81 | Pregnancy | | | Deferment of female member diagnosed as pregnant by medical authority. | Date 6 weeks beyond expected date of delivery of child as shown in medical authority's statement. |
| 70 | 85 | CMSgt Utilization | | | Deferment of CMSgts selected by AFMPC for utilization in a previously unawarded CEM Code. | 12 months from date assigned duty in the CEM Code or completion or training whichever is later. |

NOTES:

1. These codes do not preclude the PCS of a member in a mandatory move status unless note 5, "Includes mandatory moves" applies (see attachment 1 for definition of mandatory move). Manage availability by the month and year for assignments. Members are available for reassignment on the first day of the availability month. For example, a member completes a period of punishment on 10 January XX, so the date of availability entered in the PDS is February XX. Another example is a member assigned to duty on 22 June 1993 with a 3 year deferment period. Add 3 years to date assigned and establish an availability date of June 1996. Member is available for reassignment on 1 June 1996. Establish RNLTDs so the departure date is not earlier than the first day of the availability month and year. When an MPF receives an assignment (deferment not waived) which contains an RNLTD that requires departure prior to the first day of member's availability month and year, then the MPF will reclama the assignment and request an RNLTD change or waiver of the deferment. **EXCEPTION:** A reclama is not necessary to change the RNLTD or waive the deferment when the member desires to depart after the actual day a deferment expires, and the commander concurs. For example, a member's deferment expires 10 June XX, the PDS reflects a date of availability of July XX and the member is selected for an assignment with an RNLTD of 31 July XX. If the member desires 30 days delay en route plus travel time, etc., and the commander concurs with the requested departure day, the member may depart on 11 June XX (or any day thereafter) without a reclama to change the RNLTD or waive the deferment.
2. Member is not eligible to apply for the following self-initiated assignment programs: join-spouse, base of preference (airmen), non-CONUS resident, to or from CONUS-isolated Tour, VECAP (airman), VSBAP (airmen), CONUS assignment exchange, expanded permissive, COT, and follow-on.
3. Get advance approval from the assignment OPR before placing people in this AAC.
4. If the airman refuses to obtain retainability to fulfill the CDA commitment or ADSC for directed training with a PCS, then the MPF reclama the assignment. Consider airmen who decline to obtain CDA retainability eligible for other directed training at the discretion of HQ AFMPC/DPMRA or get approval to waive the retainability.
5. As determined by AFI 51-703, *Foreign Criminal Jurisdiction: Policies and Procedures* (formerly AFR 110-25). Do not change member's DEROS when retained beyond DEROS, except for voluntary extension.
6. Includes mandatory moves.

(Notes to table continued on next page)

7. Civil Court deferment is only to appear as a witness on behalf of any party in connection with judicial proceedings to which the United States is a party (includes hospital recovery claims).
8. Advise the assignment OPR with information addressee of HQ AFMPC/DPMRIP when placing the member in this code and PCS is mandatory (see attachment 1 for definition of mandatory move). Do not change member's DEROS when retained beyond DEROS, except for voluntary extension.
9. Update of this code is not necessary for personnel serving overseas.
10. Although every effort is made to ensure completion of the 2-year deferment, the deferment may end before the scheduled date in order to meet manning needs having a higher priority. HQ AFMPC/DPMRAS must approve all waivers of the date of availability for FY airman retraining program or PALACE FIRST retrainees. Waiver authority for NCOs retraining under FY airman retraining program and subsequently selected for CMSgt is HQ AFMPC/DPMRC.
11. Airmen may depart current location within the month and year of availability date shown.

| Table 12. Assignment Limitation Codes. | | | | | |
|---|-------------|---|---|--|--|
| L | A | B | C | D | E |
| I | | | Description (Applies to both officers and airmen unless indicated otherwise) | Effective Date and Duration | Limitation on PCS Selection |
| N | | | | | |
| E | Code | Title | | | |
| 1 | A | Post Delivery Deferment/Adoption Deferment (see note 1) | Female member with newborn child; or member of a military couple or single member sponsor. | Date of child's birth, or date child placed in member's home as part of official adoption process plus 4 months. | Eligible. Establish RNLTD consistent with expiration of limitation. |
| 2 | B | SCI Access Position | Member not qualified for assignment requiring SCI access. | Date of disqualification plus 5 years | Eligible except to position requiring SCI access, or when RNLTD is after expiration of limitation. |
| 3 | C | Medical Assignment Limitation | Member approved for retention on active duty by the medical or physical evaluation board process. | Date authorized by HQ AFMPC/DPMMM. | Eligible. Get concurrence from HQ AFMPC/DPMMM before flowing the assignment to the MPF. HQ AFMPC/DPMMM screens projected assignments to ensure adequacy of treatment facilities. |
| 4 | D | Permissive Action Link (PAL) Duties | Previously assigned PAL duties. | Completion of PAL tour; 2 years. | Ineligible for intracommand assignment or consecutive overseas tour assignment to unit level in same theater. |
| 5 | E | Medal of Honor | Member recommended for or awarded Medal of Honor | Date of Award or recommendation; indefinite. | Not eligible for involuntary assignment to duties requiring participation in combat or assignment to a hostile fire or imminent danger area. |
| 6 | F | AFI 31-501 Travel Restriction | Travel in certain foreign countries prohibited under AFI 31-501. | Date of identification plus period approved under AFI 31-501. | Eligible except as indicated in AFI 31-501 to areas cited in the USAF Foreign Clearance Guide. |
| 7 | G | Firearms Qualification | Member cannot qualify in use of firearms (see AFI 31-207). | Date of disqualification; indefinite. | Eligible. |

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| Table 12. Continued. | | | | | |
|-----------------------------|-------------|--|--|---|---|
| L | A | B | C | D | E |
| I | | | Description (Applies to both officers and airmen unless indicated otherwise) | Effective Date and Duration | Limitation on PCS Selection |
| N | | | | | |
| E | Code | Title | | | |
| 8 | H | Driver Qualification | Member cannot qualify to drive a government passenger vehicle. | Date of disqualification; indefinite. | Eligible. |
| 9 | J | Sole surviving Son or Daughter | Member is sole surviving son or daughter (see attachment 11). | Date of approved application; indefinite. | Eligible except for assignment to an area designated as a hostile fire area or any other assignment that would subject member to actual combat with an enemy. |
| 10 | K | Conscientious Objector | Pending separation as a Conscientious Objector, AFI 36-3204, AFI 36-3207 (officers), and AFI 36-3208 (airmen). | Date of application not to exceed 3 months. AFMPC/DPMRIP1 may approve extensions. | Ineligible for assignment to combatant duties pending separation. |
| 11 | L | First-term Airman Declined to Obtain PCS Retainability, CONUS-to-CONUS, CONUS-to-OS (also, see ALC 8) | First-term airman selected for assignment refuses to obtain required retainability. | Date of separation of first enlistment. | Eligible for assignment for which he or she has retainability or when retainability is waived (see note 2). |
| 12 | M | Unauthorized Launch Studies Restrictions | Do not assign member to missile launch-related positions according to AFI 91-306. | Date of identification; indefinite. | Eligible except for assignment to missile launch-related duty as outlined in AFI 91-306. |
| 13 | N | Airman Declined to Volunteer, or Not Medically Qualified for Airborne Support Aircrew Duty ("X" Prefix position) | Airman declined to volunteer for assignment to an "X" prefix position (see AFI 36-2108, or AFI 36-2214) or, not medically qualified for such flying status before placement on flying status (but qualified to remain on active duty for duty in AFSC, etc.) | Date airman declines plus 2 years, or date found not medically qualified through period specified, but not more than 2 years. Repeat as required. | Eligible except for "X" prefix flying duty. If airman desires to volunteer for flying duty, remove the limitation. |

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| Table 12. Continued. | | | | | |
|-----------------------------|-------------|---|--|--|--|
| L | A | B | C | D | E |
| I | | | Description (Applies to both officers and airmen unless indicated otherwise) | Effective Date and Duration | Limitation on PCS Selection |
| N | | | | | |
| E | Code | Title | | | |
| 14 | O | Airman has Approved Reenlistment Bonus (see note 3) | Airman reenlist and receives a reenlistment bonus. | Date of reenlistment for which bonus was paid plus term of enlistment, not to exceed 16 years TAFMS. | Eligible for any assignment in the bonus AFSC unless waived by AFMPC. |
| 15 | P | Defense Courier Service | Airman served previous tour with the Courier Service and is therefore ineligible for another courier assignment. | Date tour completed; indefinite. | Eligible except for assignment to Defense Courier Service duty. |
| 16 | Q | EFMP Assignment or Deferment | Member has an identified EFMP situation. | Date of identification; indefinite or deleted when EFMP condition no longer exists. AFMPC/DPMMUM updates (adds or deletes) and controls this code. | The base EFMP officer must review CONUS or OS assignment. |
| 17 | R | Peace Corps | Former member of Peace Corps. | Date of confirmation; indefinite. | Eligible except for assignment to duties in an intelligence capacity in any foreign country in which the member served in the Peace Corps. |
| 18 | S | OSI Duty | Airman not qualified for assignment to OSI duty based on previous OSI determination. | Date of previous OSI determination plus 2 years. | Eligible except for assignment to OSI duty. |
| 19 | V | Postal Duties | Airman not qualified for assignment to postal duties. | Date of disqualification; indefinite. | Eligible except for assignment to postal position. |
| 20 | 2 | Guaranteed Retraining Program Enlistee | Airman is a first-term, 6-year enlistee in AFSC 2F0X1 or 3P0X0 and has a retraining option after 36 months of service. | At 30th month of service; upon completion of 36 months service. | Ineligible for any assignment during this period. |
| 21 | 5 | PW or Evader, Southeast Asia (SEA) | Member is former PW or evader in SEA (see paragraph 2.2.15). | Date of confirmation; indefinite. | Eligible except for assignment to an area that would subject member to capture by the same combatants or by nations sympathetic with the captor. |

(Table continued on next page)

| Table 12. Continued. | | | | | |
|-----------------------------|-------------|---|--|---|--|
| L | A | B | C | D | E |
| I | | | Description (Applies to both officers and airmen unless indicated otherwise) | Effective Date and Duration | Limitation on PCS Selection |
| N | | | | | |
| E | Code | Title | | | |
| 22 | 6 | Family Member Restriction (hostile fire area) | Deferred from involuntary assignment to a hostile fire area or imminent danger area (see attachment 6). | Date of death of family member or date family member is determined disabled; indefinite. | Not eligible for involuntary assignment to a hostile fire area. |
| 23 | 7 | PW or Evader, other than SEA | Member is former PW, evadee, or detainee, other than during WWII, Korea or SEA (see paragraph 2.2.15.). | Date of confirmation; indefinite. | Eligible except for assignment to an area that would subject member to capture by the same combatants or nations sympathetic with their former captor. |
| 24 | 8 | First-term airman with insufficient service retainability to complete the full required OS tour | First-term airman who arrives OS with insufficient service retainability to complete the required OS tour (including an extended long-tour), who declines or is ineligible to obtain full retainability. | Date ineligibility determined, or date airman declines; expiration date is the projected tour completion date for the full prescribed OS tour (see note 4). | Airman is ineligible for PCS selection, except when current OS tour is a short-tour and airman has 7 months or more retainability after declination, then airman is eligible for PCS to return to CONUS (see notes 2 and 4). |
| 25 | | First-term airman declines to obtain retainability for PCS | First-term airman declines to obtain retainability for PCS (OS to CONUS or OS to OS) (also see ALC L and note 4). | Date airman signs the AF From 964 declining to obtain PCS retainability; expiration date is DOS. | |

NOTES:

1. Refer to attachment 7 to submit a humanitarian deferment. Do this when an authorized state or local agency places a child into a member's home and the deferment is longer than 4 months to comply with state or local laws to complete full adoption.
2. Airman is not eligible to apply for the following self-initiated assignment programs: join-spouse, base of preference, non-CONUS resident, to or from CONUS-isolated tour, VECAP, VSBAP, CONUS assignment exchange, expanded permissive, COT, or follow-on.
3. Includes Enlistment Bonus (EB), Broken Service Selective Reenlistment Bonus (BSSRB), or Selective Reenlistment Bonus (SRB).
4. A first-term airman, selected for an extended long-tour, can delay obtaining retainability for a portion of the extended OS tour until after arrival OS. He or she must extend the maximum of 23 months and have the required service retainability to serve the minimum prescribed DoD standard tour length. Authority for such delays as is in paragraph 4.5. The losing MPF will input ALC 8 for approved delays with expiration date of the projected tour completion date for the full prescribed tour. Cite the statements required by paragraph 4.12.3. in PCS orders. The gaining OS MPF will verify the projected tour completion date and correct when necessary. Upon reenlistment, the DEROS automatically changes to reflect completion of the full prescribed extended OS tour length.

| Table 13. Curtailment Of Oversea Tours. | | | | |
|--|--|---|---|---|
| R U L E | A | B | C | D |
| | If reason for curtailment of an OS tour is (see note 1) | and period is more than 60 calendar days | or, period is less than 60 calendar days | then the authority shown below may approve the curtailment |
| 1 | commander's request to permit systematic rotation (see note 2) | | X | assignment OPR. |
| 2 | | X | | HQ AFMPC/CC. |
| 3 | commander's request for members selected for school, special duty assignment, approved separation, and so on, and requires reporting earlier than original DEROS | | X | assignment OPR. |
| 4 | | X | | HQ AFMPC/CC. |
| 5 | commander's request when in the best interests of the Air Force (such as dormitory renovation, etc.) | | X | assignment OPR. |
| 6 | | X | | HQ AFMPC/CC. |
| 7 | adjustment of DEROS approved under table 22 | X | X | see table 22. |
| 8 | member's or medical authority's request due to pregnancy of member or spouse and medical authority recommends return before DEROS | | X | installation commander (see note 3). |
| 9 | | X | | assignment OPR. |
| 10 | member's request upon medical evacuation of dependents to CONUS | | X | |
| 11 | | X | | HQ AFMPC/CC. |
| 12 | unmarried pregnant member wishes to place a child for adoption | | X | assignment OPR. |
| 13 | | X | | HQ AFMPC/CC. |
| 14 | commander's request when member returns to CONUS on emergency leave, and on completion of leave will have (number of days shown) remaining before DEROS | | X | unit commander (see note 4). |
| 15 | | X | | HQ AFMPC/CC. |
| 16 | member's request to accompany a military spouse with an earlier DEROS who cannot extend because of manning or operational necessity | | X | assignment OPR. |
| 17 | | X | | HQ AFMPC/CC. |
| 18 | to effect reassignment based on an approved humanitarian or EFMP request | | X | assignment OPR. |
| 19 | | X | | HQ AFMPC/CC. |

(Table continued on next page)

| Table 13. Continued. | | | | |
|-----------------------------|--|---|---|---|
| R U L E | A | B | C | D |
| | If reason for curtailment of an OS tour is (see note 1) | and period is more than 60 calendar days | or, period is less than 60 calendar days | then the authority shown below may approve the curtailment |
| 20 | commander's request for members sentenced to a dishonorable or bad conduct discharge, or when General Court Martial (GCM) authority directs member to take involuntary excess leave | X | X | assignment OPR. |
| 21 | commander's request for members surplus due to unit inactivation, base closure or consolidation, authorization deletion, reclassification, or other action resulting in loss of member's AFSC (see note 5) | | | |
| 22 | commander's request for members or dependents involved in unfavorable military or civilian incident in host community | | | HQ AFMPC/CC or USAF/JA for JAG officers. |
| 23 | member's request to accompany a military spouse reassigned on a humanitarian or EFMP assignment | | X | assignment OPR. |
| 24 | | X | | HQ AFMPC/CC. |
| 25 | member's request to cancel all or a part of an approved voluntary OS tour extension | X | X | assignment OPR (see note 6). |
| 26 | Threatened Person Assignment | X (see note 7) | X (see note 7) | HQ AFMPC/DPMRIP. |

NOTES:

1. Requests must originate at the general officer level (when approval level in column D is AFMPC/CC) and must include full justification. For any reason not listed when the curtailment is for more than 60 calendar days, the request must originate from a general officer (see paragraph 1.4.2).
2. Curtailment is only for the purpose of spreading the rotation dates for members possessing like skills over a greater period of time to ensure continuity of operation.
3. Travel restriction date (TRD) is six weeks prior to Estimated Delivery Date (EDD). Establish the RNLTD to gaining unit as one day prior to TRD. Compute new DEROS by subtracting a maximum of 45 days (leave and travel time) from the new RNLTD. If new DEROS exceeds 60 days from old DEROS, forward a curtailment request. In the case of military couples, the installation commander may only approve curtailment of the pregnant member. Submit a request to curtail the male military member, depending on period of curtailment. Enlisted members who have extension to overseas tour approved under the Overseas Tour Extension Incentive Program (OTEIP) are not eligible for curtailment except for pregnant members at dependent-restricted locations. These members may extend their DEROS beyond the TRD or request early return of (civilian) spouse. The commander must immediately notify the MPF so they can make the necessary changes to DEROS and other suspenses.
4. Approval is on the basis that operational requirements support curtailment. Do not request acceleration of a replacement. The commander must immediately notify the MPF so they can make the necessary change to the DEROS, etc.
5. Permit curtailments as a result of surplus status due to promotions only when the promotion is to the grade of CMSgt or Colonel.
6. The parent MAJCOM may approve cancellation if the new DEROS will not place the member in the OS returnee cycle (see table 10). This does not apply to an airman serving an extended long-tour unless cancellation requested is to an extension of the ELT. Do not normally cancel an extension under the OTEIP (airmen only), once the person enters the OTEIP extension period.
7. As requested by installation commander.

| Table 14. Airman PCS Retainability Suspense Delay. | | |
|---|---|---|
| R U L E | A | B |
| | If a person requests delay in obtaining retainability and the reason is: | then, the MPF Chief may grant an extension of suspense as shown below (see note 1): |
| 1 | to reduce obligated service deducted from Selective Reenlistment Bonus (SRB) | to not later than 15 calendar days before airman departs on PCS or enters an IPCOT, or the last day of SRB eligibility, whichever is earlier (see note 2). |
| 2 | for quality control reasons | to not later than 15 calendar days after the airman becomes eligible for PCS but not later than 60 days prior to the PDD, or the effective date of an IPCOT, whichever is earlier. |
| 3 | for a first-term airman with CAREERS retraining | to the date of award of the 3-skill level (see note 3). |
| 4 | the person is on TDY or leave | to not later than 15 calendar days after return to their permanent duty station (for TDY of more than 60 days, forward documents and require the airman to obtain retainability at the TDY location). |
| 5 | for an extended long-tour overseas (first-term airman only) | to allow retainability for a portion of the extended tour (only) to be obtained after arrival OS (see note 4). |
| 6 | sell leave in conjunction with reenlistment (career airmen only) | to 90 days before ETS but not later than 120 calendar days before RNLTD or effective date of IPCOT, whichever is earlier. |

NOTES:

1. Airman assigned overseas must have or obtain at least 12 months retainability by the 25th day of the 8th month before DEROS. Do not consider delays to this requirement. You may grant airmen selected for a COT or IPCOT a delay in obtaining the remainder of the COT or IPCOT retainability for one of the reasons above. Do not grant a delay for airmen ineligible to obtain full COT or IPCOT retainability for circumstances not shown above (for example, airmen who are HYT restricted, waiting for a CJR, etc.). They are ineligible for COT or IPCOT consideration.
2. You may delay to reduce SRB impact, not necessarily to eliminate it. See AFI 36-2606 (formerly AFR 35-16) when assignment is in an additionally awarded SRB AFSC and the member desires to reenlist in the SRB AFSC for PCS retainability.
3. Airmen assigned overseas must have or obtain at least 12 months retainability by the 25th day of the 8th month before DEROS. Do not consider delays to this requirement. Airmen must extend their enlistment the maximum of 23 months and either cannot reenlist in their present AFSC or desire to reenlist in their retraining AFSC (which is an SRB skill). For reenlistment at an en route TDY training site, the losing MPF Chief must obtain concurrence of the TDY station MPF Chief to reenlist the airman at the training site (last training site when there are more than one). Do not permit departure from the last training site without PCS retainability.
4. Grant first-term airman ineligible to reenlist because of insufficient time in service to request a CJR, a delay to obtain retainability for a portion of the ELT length (provided they extend their enlistment the maximum of 23 months and have at least retainability required by table 4). The losing MPF updates ALC 8 and includes the following statement in paragraph 4.12.3 in PCS orders.

| Table 15. Member Not Departed Losing Base-Tour Election Changes. | | | |
|---|---|--|--|
| R U L E | A | B | C |
| | If the member has (see note) | and desires to change their OS tour status to | then the MPF |
| 1 | not relocated dependents or household goods at government expense | accompanied | approves the request. |
| 2 | | unaccompanied | |
| 3 | relocated dependents or household goods at government expense | accompanied | approves only when the anticipated delay of the overseas movement of dependents was 20 weeks or more as determined by the overseas base commander. |
| 4 | | unaccompanied | approves, provided dependents and (or) household goods were not relocated overseas. |

NOTE. If after initial notification and acceptance of PCS, but before actual departure on PCS, a member with dependents decides to serve the accompanied tour or a member acquires dependents (for example, gets married) and wants to move dependents at government expense, the MPF gives him or her the opportunity to make a tour election or change as soon as possible. The member must still depart on PCS in compliance with PCS orders without dependents when sufficient time does not permit processing of all dependent travel requirements. Dependents may join the member later after all dependents complete processing for OS travel. People will not move their dependents at their own expense without counseling from the FSO.

| Table 16. Member Departed Losing Base-Tour Election Changes. | | | | |
|---|---|--|--|---|
| R U L E | A | B | C | D |
| | If the member (see note) | and desires to change their OS tour status to accompanied | or, desires to change their OS tour status to unaccompanied | then the base commander or designated representative |
| 1 | has not relocated dependents or household goods at government expense | X | X | approves, unless rule 7 applies. |
| 2 | relocated dependents or household goods at government expense to a designated location and the anticipated delay for moving dependents overseas was 20 weeks or more based on disapproved concurrent travel request | X | X | |
| 3 | relocated dependents or household goods at government expense to a designated location and the anticipated delay for moving dependents overseas was less than 20 weeks | X | | sends the request to HQ AFMPC/DPMRIP1 for decision. |
| 4 | | | X | approves |

(Table continued on next page)

| Table 16. Continued. | | | | |
|-----------------------------|--|--|--|---|
| R U L E | A | B | C | D |
| | If the member (see note) | and desires to change their OS tour status to accompanied | or, desires to change their OS tour status to unaccompanied | then the base commander or designated representative |
| 5 | originally elected the accompanied tour and household goods were shipped overseas at government expense but dependents never joined overseas | | X | sends the request to HQ AFMPC/DPMRIP1 for decision. |
| 6 | is eligible for change under rule 1 or 3 but has a DEROS in the oversea returnee assignment cycle | X | | sends request for DEROS extension to assignment OPR for decision. |
| 7 | is assigned to a position on the Osan AB Korea Command-Sponsored Position Listing (CSPL) | | | sends request to HQ AFMPC/DPMRIP1 for decision. |

NOTE. When a change occurs after PCS departure (for example, marriage) affecting entitlement to movement of dependents at government expense, the member must wait until arrival at next permanent duty station to make a tour election statement, receive counseling, and request processing and travel of dependents.

| Table 17. Seven-Day Option, Separation, and Retirement Dates. | | | | | | |
|--|---|--|--|--|--|---|
| R U L E | A | B | C | D | E | F |
| | If the member is (see note 1) | and is a | and has 19 yrs TAFMS or more as of the event notification date (mo/yr), | or does not have 19 yrs TAFMS or more as of the event notification date (mo/yr) | and has | then the |
| 1 | an officer selected for PCS, formal education or training, or who has an ASD (see note 2) | colonel, including colonel selectee (see note 3) | X | | no ADSC, or an ADSC that expires within 3 months after the event notification date (mo/yr) | officer may request a retirement date which is not later than the first day of the fourth month after the event notification date (mo/yr), however, base the actual retirement date on the needs of the Air Force (see note 4). |

(Table continued on next page)

| Table 17. Continued. | | | | | | |
|----------------------|--|---|--|---|--|--|
| R | A | B | C | D | E | F |
| U L E | If the member is (see note 1) | and is a | and has 19 yrs TAFMS or more as of the event notifi- cation date (mo/yr), | or does not have 19 yrs TAFMS or more as of the event notifi- cation date (mo/yr) | and has | then the |
| 2 | an officer select- ed for PCS, formal education or training, or who has an ASD (see note 2) | colonel, including colonel selectee (see note 3) | | X | no ADSC, or an ADSC that expires within 3 months after the event noti- fication date (mo/yr) | officer may request a separation date which is not later than the first day of the fourth month after the event notifi- cation date (mo/yr), however, base the actual separation date on the needs of the Air Force (see note 4). |
| 3 | | | X | X | an ADSC that expires more than 3 months after the event notification date (mo/yr) | officer is not eligible to retire or separate under 7-day option provi- sions. |
| 4 | | lieutenant colonel or below | X | | no ADSC, or an ADSC that expires within 12 months after the event notification date (mo/yr) | officer may request a retirement date which is not later than the first day of the twelfth month after the event notification date (mo/ yr), however, base the actual retirement date on the needs of the Air Force (see note 4). |
| 5 | | | | X | | officer may request a separation date which is not later than the first day of the twelfth month after the event notification date (mo/ yr), however, base the actual separation date on the needs of the Air Force (see note 4). |
| 6 | | | X | X | an ADSC that expires more than 12 months after the event noti- fication date (mo/yr) | officer is not eligible to retire or separate under 7-day option provi- sions. |

(Table continued on next page)

| Table 17. Continued. | | | | | | |
|----------------------|---|--------------------------------------|--|---|--|--|
| R | A | B | C | D | E | F |
| U L E | If the member is (see note 1) | and is a | and has 19 yrs TAFMS or more as of the event notifi- cation date (mo/yr), | or does not have 19 yrs TAFMS or more as of the event notifi- cation date (mo/yr) | and has | then the |
| 7 | an airman select- ed for PCS, TDY or training, or who has an ASD (see note 2) | chief master sergeant or below | X | | the required retainability and no ADSC, or an ADSC that expires within 6 months after the event noti- fication date (mo/yr) (see note 5) | airman may request a retirement date which is not later than the first day of the seventh month after the event notification date (mo/ yr), (see notes 4 and 5). |
| 8 | | | | | insufficient retainability and refuses to obtain it and no ADSC, or an ADSC that expires within 6 months after the event noti- fication date (mo/yr) (see note 5) | airman may request a retirement date which is not later than the first day of the seventh month after the event notification date (mo/ yr) (see notes 4 and 5), or may decline to obtain PCS retain- ability as outlined in paragraph 6.4. |
| 9 | | | | X | the required retainability | airman is not eligible to retire or separate under 7-day option provi- sions. |
| 10 | | | | | insufficient retainability and refuses to obtain it | airman is not eligible to retire or separate under 7-day option provi- sions, but may decline to obtain retainability as outlined in paragraph 6.4. |

NOTES:

1. Use this table in conjunction with paragraphs 4.8. and 6.4., AFI 36-3203 for officer and airman retirements, and AFI 36-3207 for officer separations.
2. Normally, the establishment of an ASD does not require a member to request separation or retirement within 7 calendar days. During the time between establishment of an ASD and notification of actual PCS selection (with an end location, period of ADSC required, etc.), if a member requests separation or retirement, determine the effective date using the 7-day option provisions.
3. If a colonel or colonel selectee will not reach 20 years TAFMS as of the first day of the fourth month following event notification (mo/yr) request a waiver from USAF/DPO to permit retirement on a later date.

(Notes to table continued on next page)

4. Members serving overseas or on a CONUS maximum stabilized tour retire or separate the first day of the month following DEROS or tour completion date, or for colonels and colonel selects, a date determined by USAF/DPO as in the best interest of the Air Force.

5. As an exception, an airman that reaches 20 years TAFMS during the 7- to 12-month period following the event notification date (mo/yr), may retire in lieu of the event if the requested retirement date is not later than the first day of the month following the month in which they reach 20 years TAFMS. They must otherwise be eligible to retire on that date according to AFI 36-3203 (formerly AFR 35-7). Under this exception, a member who has an ADSC greater than 6 months but not greater than 12 months, may retire in lieu of PCS on the first day of the month following the month in which member reaches 20 years TAFMS if they satisfy the ADSC.

| Table 18. Award or Adjustment of ODSD and STRD Based on PCS. | | | |
|---|---|---------------------------|---|
| R U L E | A | B | C |
| | Member assigned PCS overseas and | then credit with | and |
| 1 | completed a tour of 18 months or more, accompanied or unaccompanied, and rule 2 or rule 20 does not apply | a long-tour | award new ODSD. |
| 2 | completed a tour, accompanied or unaccompanied, where both the accompanied tour was 24 months and the unaccompanied tour was less than 18 months | a short-tour (see note 1) | award new ODSD and STRD (see notes 3 and 4). |
| 3 | completed a tour of less than 18 months | a short-tour (see note 2) | award new ODSD and STRD. |
| 4 | was curtailed after completing at least 365 days of an 18-month or longer tour, accompanied or unaccompanied, and rule 5 does not apply | a long-tour | award new ODSD. |
| 5 | was curtailed after completing at least 365 days of an accompanied tour where both the accompanied tour was 24 months and the unaccompanied tour was less than 18 months | a short-tour | award new ODSD and STRD (see notes 3 and 4). |
| 6 | was curtailed after completing at least 181 days of a less than 18-month tour | | award new ODSD and STRD. |
| 7 | was curtailed before completing 365 days of an 18-month or longer tour, and rule 8 does not apply | number of days served | adjust ODSD by adding the number of days served to the existing ODSD. |
| 8 | was curtailed before completing 365 days of an accompanied tour where both the accompanied tour was 24 months and the unaccompanied tour was less than 18 months | | adjust ODSD and STRD by adding the number of days served to the existing ODSD and STRD. |
| 9 | was curtailed before completing 181 days of a less than 18-month tour | | adjust ODSD and STRD by adding the number of days served to the existing ODSD and STRD. |
| 10 | served less than the prescribed tour for the location, and the overseas tour was not curtailed and an overseas tour length waiver was not approved prior to overseas assignment | | adjust ODSD and (when appropriate) STRD by adding the number of days served to the existing ODSD and (when appropriate) STRD. |
| 11 | served in Saudi Arabia on or after 30 Apr 78, and was curtailed after completing, at least 365 days of an accompanied tour | a short-tour | award new ODSD and STRD (see note 3). |
| 12 | served in Turkey on or after 1 Jan 80, and was curtailed after completing, at least 181 days of an unaccompanied tour or at least 365 days of an accompanied tour | | |

(Table continued on next page)

| Table 18. Continued. | | | |
|-----------------------------|--|-------------------------|---------------------------------------|
| R U L E | A | B | C |
| | Member assigned PCS overseas and | then credit with | and |
| 13 | fills a position on a CSPL, or is married to a member filling a position on the CSPL and serves at least 365 days of an accompanied tour | a short tour | award new ODSD and STRD (see note 3). |
| 14 | served in Iran on or after 1 Jan 79 and was evacuated before completing the prescribed tour, or was held as a hostage | | |
| 15 | served in Pakistan on or after 9 Nov 79 and was evacuated before completing the prescribed tour | | |
| 16 | served at Adak, Alaska, and completed an unaccompanied tour by 1 Oct 90, or was curtailed after completing at least 181 days of an unaccompanied tour | | |
| 17 | served at Comiso, Sicily, prior to 1 Dec 89, and completed the tour or was curtailed after completing at least 181 days of the unaccompanied tour, or at least 365 days of the accompanied tour (For those in country after 1 Dec 89, see rule 2.) | | |
| 18 | served in Panama on an unaccompanied tour and arrived on or after 1 Mar 88 and before 1 Jun 90; or arrived prior to 1 Mar 88 and served at least 181 days after 1 Mar 88; or served an accompanied tour for any period between 1 Dec 89 and 1 Jun 90 (regardless of tour start date) | | |
| 19 | served in the Philippines on an unaccompanied tour and served at least 181 days prior to departure, or served an accompanied tour and served at least 365 days prior to departure, and in either instance, departed on PCS on or after 1 Oct 90 (see rules 8 or 9 when time served was less than as shown) | | |
| 20 | completed a 24-month unaccompanied DLM tour in same country as native country of member's spouse (see table 21). | a long-tour | award new ODSD. |

NOTES:

1. Give credit for additional short tours when the member extends for at least the accompanied tour length (also give credit if later curtailed after serving at least 365 days of the extension). Members serving a 24-month tour in a key billet in a short-tour area receive one short-tour credit. If they extend their tour for 24 months they will receive an additional short-tour credit (includes if curtailed after serving at least 365 days of the tour extension).
2. Give credit for additional short tours when member extends for at least the unaccompanied tour length (also give credit if later curtailed after serving at least 181 days of the extension).
3. Award new dates for people with IPCOTs upon completion of tour which precedes the IPCOT.
4. Credit members in country as of 1 December 1989 and those departing the CONUS or arriving on a COT after 1 December 1989 with a short-tour upon completion of the prescribed tour.

| Table 19. Awarding or Adjusting ODSD and STRD for TDY. | | | |
|---|--|--|--|
| R U L E | A | B | C |
| | If member performs TDY of 48 hours or more | and serves for a cumulative total of (see note 1) | then (see notes 2 and 3) |
| 1 | from CONUS to overseas, including sea duty with US Navy | 90 days or more in a consecutive 3-year period | adjust current ODSD and STRD by adding number of days served. |
| 2 | | 300 days or more in a consecutive 15-month period | give member credit for a completed short-tour and award a new ODSD and STRD to equal date of return from last TDY. |
| 3 | | 365 days or more in a consecutive 3-year period | give member credit for a completed long-tour and award a new ODSD to equal date of return from last TDY. |
| 4 | from a long-tour location to any other oversea location, including sea duty with the US Navy, on or after 1 Jul 72 | 90 days or more in a consecutive 3-year period | adjust current STRD by adding number of days served. |
| 5 | | 300 days or more in a consecutive 15-month period | give member credit for a completed short-tour and award a new STRD to equal date of return from last TDY. |
| 6 | | 548 days in a consecutive 3-year period | |
| 7 | from CONUS to the Trust Territories of the Pacific Islands | 179 days or more (see note 4) | give member credit for a completed short-tour and award new ODSD and STRD as of date of return to CONUS. |

NOTES:

1. Deduct absences from the TDY location (other than in connection with the Air Force mission) from the TDY period creditable toward adjustment or award of the ODSD/STRD. For example, deduct all leave, hospitalization and similar periods.
2. IMPORTANT. Adjustment or award of the ODSD or STRD does not change a member's date arrived station.
3. The number of days served in TDY status to qualify for award of a new ODSD/STRD is not the same as a member in PCS status whose OS tour is curtailed (see table 18).
4. The member must serve the TDY at one time (not cumulative). PDS update will use country code "TQ" with a tour length of number of days served.

| Table 20. Awarding ODSD or STRD for Duty in a Hostile Fire or Imminent Danger Area. | | | |
|--|--|-------------------|--|
| R U L E | A | B | C |
| | If a member served in a hostile fire or imminent danger area and (see note 1) | in | then award the member |
| 1 | completed a tour, including curtailed members who served 181 or more days | PCS status | a new ODSD and STRD, and a short-tour. |
| 2 | was an aircrew member who began SEA tour on or before 30 Jun 68 and curtailed after completing 100 out-of-country combat missions (see note 2) | | |
| 3 | was an aircrew member who flew in- and out-of-country combat missions who began SEA tour on or before 30 Jun 68 and tour was curtailed (see note 2) | | |
| 4 | was an aircrew member and completed 100 out-of-country combat missions in SEA on or before 30 Jun 68 (see note 2) | TDY status | a new ODSD. |
| 5 | served any period through 13 Jan 70 and returned to the CONUS for medical treatment due to injuries resulting from hostile action while engaged in armed conflict in which the United States was not a belligerent party | PCS or TDY status | a new ODSD and STRD, and a short-tour. |
| 6 | served any period and was evacuated from SEA on or after 14 Jan 70 for further medical treatment for 30 or more days due to injuries received as a result of hostile fire action | | |
| 7 | served a normal tour in SEA accompanied by spouse who was a member of the US Armed Forces | PCS status | |
| 8 | was an aircrew member reassigned from SEA who was shot down twice as a result of enemy fire | | |
| 9 | was awarded or recommended for award of Medal of Honor | PCS or TDY status | |
| 10 | was an ex-prisoner or evader (see note 3) | | |
| 11 | served a normal tour in SEA plus an extension of less than 12 months | | |
| 12 | served a normal tour in SEA plus an extension of 12 or more months | | |
| 13 | served a total of 365 or more days in periods of 15 or more consecutive days | TDY status | a new ODSD (see note 4). |
| 14 | served 15 or more consecutive days but less than 90 days | PCS status | See note 4. |
| 15 | | TDY status | See note 5. |
| 16 | served 90 days or more but less than 181 days in SEA (see note 5) | PCS status | See note 4. |
| 17 | served 90 days or more but less than 365 days in SEA in periods of 15 or more consecutive days | TDY status | |

(Table continued on next page)

| Table 20. Continued. | | | |
|-----------------------------|--|------------|--|
| R U L E | A | B | C |
| | If a member served in a hostile fire or imminent danger area and (see note 1) | in | then award the member |
| 18 | served 181 consecutive days TDY in the AOR (see note 6), arriving in the AOR between 1 Aug 90 - 10 Jun 91, in support of Operation DESERT SHIELD/STORM | TDY status | a new ODSD and STRD, and a short-tour. |
| 19 | was a prisoner of war (POW) during Operation DESERT SHIELD/STORM, regardless of time serviced in the AOR | | |

NOTES:

1. DoD designates the parameters for hostile fire and imminent danger areas.
2. The DoD defined out-of-country combat missions as: Before 1 February 1966, combat mission over Laos and North Vietnam; and on or after 1 February 1966, combat missions over North Vietnam (see ADE CO 448-II).
3. Credit ex-prisoners with one short-tour for each 12 months of oversea service, or any of its remaining portion. Members with less than 12 months of oversea service (PCS or TDY) at time of return to the CONUS receive credit for one short tour. Oversea service for ex-prisoners starts on the date of departure from the CONUS regardless of location of temporary or permanent duty station or whether the member was serving an accompanied or unaccompanied oversea tour.
4. Go to table 18 and 19 for crediting PCS and TDY served after 30 June 1972.
5. Record number of days served after 30 June 1972 for ODSD and STRD adjustment.
6. Use HQ AFMPC/DPMRIP correspondence as the source document, unless HQ AFMPC/DPMRIP waives the 181-day period.

| Table 21. Determining Type of Oversea Tour. | | |
|--|---|--|
| R U L E | A | B |
| | If the member is to serve, or is serving, a tour of duty overseas, and is | then the member serves the (see note 2) |
| 1 | accompanied upon arrival by dependents transported at government expense or joined after arrival by dependents transported at government expense (see note 1) | accompanied tour length shown in table 5. |
| 2 | married while overseas, acquires dependents, or joined by individually sponsored dependents, and command-sponsorship is approved (see note 1) | |
| 3 | married to a member of the Armed Forces assigned to the same or an adjacent base where an accompanied tour is authorized | |
| 4 | married while overseas to a member of the Armed Forces assigned to the same or an adjacent base where an accompanied tour is not authorized | unaccompanied tour length shown in table 5. |
| 5 | married while overseas, or joined by individually sponsored dependents, and command-sponsorship of dependents is not requested or member is ineligible to receive approval of command-sponsorship | |
| 6 | married or unmarried, and unaccompanied | |
| 7 | married and assigned to a dependent restricted location and a designated location move (DLM) is approved to the native country of the member's foreign-born spouse, which is different from the country where the member is serving | |

(Table continued on next page)

| Table 21. Continued. | | |
|-----------------------------|--|--|
| R U L E | A | B |
| | If the member is to serve, or is serving, a tour of duty overseas, and is | then the member serves the (see note 2) |
| 8 | married and assigned to a dependent restricted location and a designated location move (DLM) is approved to the native country of the member's foreign-born spouse which is the same country in which the member is serving | unaccompanied tour of 24 months (see note 3). |
| 9 | assigned to position formally designated and approved as a "key-billet" (see attachment 1) and is unaccompanied | unaccompanied tour of 24 months (see note 4). |

NOTES:

1. Includes members who return dependents to the CONUS for personal reasons.
2. If member is to serve or is serving an extended long overseas tour, then the tour length becomes the type tour indicated plus 12 months. When one member of a military couple is selected as an extended long-tour volunteer, both members must serve the accompanied tour plus 12 months.
3. Do not give short-tour credit to members for designated location move (DLM) approved on or after 1 November 1985.
4. See table 18, note 1.

| Table 22. Awarding and (or) Adjusting DEROS. | | | |
|---|---|---|--|
| R U L E | A | B | C |
| | If the member | then (see note 1) | and MPF must |
| 1 | is assigned CONUS to OS, or on a COT with travel through the CONUS | add the overseas tour length to the last date departed CONUS | award the DEROS unless rule 2 or 3 applies. |
| 2 | is assigned CONUS to OS and takes leave en route in any OS area; is assigned on a COT without travel through the CONUS; or is assigned on a COT with travel through the CONUS but takes leave en route after departing the CONUS | add the overseas tour length to the date arrived at the OS duty station | award the DEROS unless rule 3 applies. |
| 3 | arrives OS and for any reason has insufficient retainability to complete the prescribed minimum tour (without an approved delay or waiver of retainability), require the member to obtain retainability or decline, and when the member declines or is ineligible | determine DOS | award a DEROS that coincides with DOS and counsel the member of action required by rule 4. |
| 4 | is awarded a DEROS under rule 3 and for any reason the member later obtains additional retainability | | adjust the DEROS to reflect completion of the full OS tour or adjust DEROS to equal the new DOS if less than the full OS tour completion date. |
| 5 | has a change of OS tour length according to tables 13, 18, 19, 23, 24, 27 | | adjust the DEROS according to the instructions in the particular table (see notes 2 and 3). |
| 6 | has an approved separation or retirement date before their DEROS month | confirm date of separation or retirement date | adjust the DEROS. |

(Table continued on next page)

| Table 22. Continued. | | | |
|-----------------------------|---|---|---|
| R U L E | A | B | C |
| | If the member | then (see note 1) | and MPF must |
| 7 | has tour election change approved after arriving OS | convert the tour to appropriate tour length | adjust the DEROS. |
| 8 | is married to a member of the Armed Forces and they are assigned to the same or adjacent base | determine type tour to be served per table 21 and attachment 8. | award or adjust DEROS of either, or both members accordingly. |
| 9 | is serving an extended OS tour and is reassigned involuntarily to another country or area | subtract 12 months from current DEROS and prorate DEROS if to a different tour length, (see note 2) | on request by the member, adjust the DEROS. |

NOTES:

- Members serving the extended long-tour serve the standard tour length (or revised tour length in the case of proration), plus 12 months.
- Do not approve further reassignment OS for members with command-sponsored dependents and adjustment and/or proration results in serving less than 12 months at the new station.
- Do not prorate tours after the MAJCOM update of the MPF for returnees resulting in inadequate lead-time to process end assignment. Plan TDY between different tour lengths sufficiently in advance to permit adjustment of the DEROS before the MPF update.

| Table 23. Voluntary Extension of Oversea Tour. | | | |
|---|--|---|--|
| R U L E | A | B | C |
| | If the reason for extension is | then the maximum period of extension is (not to exceed mandatory DOS/HYT) | and process the request as follows: |
| 1 | member's request (see notes 1 and 3) | any increment not greater than the standard accompanied tour length in a single increment | Use the DEROS Option RIP (or letter) to request extension. Unit commanders may disapprove requests. When the commander recommends approval, the MPF sends the request to the assignment OPR. MAJCOMs may disapprove. Assignment OPR approves or disapproves and advises the MPF. |
| 2 | member's request for DEROS to coincide with DOS or desired retirement date | | |
| 3 | member's request due to pregnancy of spouse and the recommendation of attending physician. | 60 calendar days or less | installation commander may approve (see note 2). |
| 4 | | more than 60 calendar days | see paragraph 1.4.2. (see note 2). |
| 5 | member's request, female member is pregnant and the attending physician recommends | 60 calendar days or less | installation commander may approve (see note 3). |
| 6 | | more than 60 calendar days | see paragraph 1.4.2. (see note 2). |

NOTES:

- When a member requires additional OS tour retainability for command sponsorship, see paragraph 6.12. Do not use extension criteria or procedures.

(Notes to table continued on next page)

2. Travel restriction date (TRD) is six weeks after estimated delivery date (EDD). Establish new DEROS as one day after TRD. If new DEROS is 60 days or less from old DEROS, the installation commander may approve extension. If new DEROS exceeds 60 days from old DEROS, forward request to the assignment OPR. In the case of military couples, the installation commander may approve up to a 60 calendar day extension of tour for both members as long as the new DEROS of both members is within the same month. The commander must notify the MPF immediately so they can make the necessary changes to DEROS and other adjusted suspenses.

3. Officers desiring to extend their overseas tours beyond a cumulative 3 years in short-tour areas (tours equal to or less than 24/15 months) or 6 years in long-tour areas (tours greater than 24/15 months) must have at least the approval of both the wing commander (or equivalent) and the MAJCOM/DP. Restrict officers desiring to extend beyond these cumulative limits not to exceed 12 months at a time.

| Table 24. OS Tour Proration. | | |
|-------------------------------------|---|--|
| R U L E | A | B |
| | If proration is for: | then, use the formula below: |
| 1 | TDY (see note 1) | Step 1. $\frac{\text{Permanent duty station tour length (months)}}{\text{TDY station unaccompanied tour length (months)}} \times \text{Months spent at TDY location (see note 2)} = \text{TDY Equivalency.}$ |
| | | Step 2. $\text{TDY Equivalency} - \text{Period of TDY (months)} = \text{DEROS Proration (round down to nearest)}$ |
| | | Step 3. $\text{Current DEROS} - \text{DEROS Proration} = \text{New DEROS.}$ |
| 2 | PCS to a location with a different tour length, or when tour length changes at the current location | Step 1. $\frac{\text{Months on current tour (see note 3)}}{\frac{\text{New Tour Length (months)}}{\text{Current tour Length (months)}}} = \text{Equivalent months.}$ |
| | | Step 2. $\text{New tour length (months)} - \text{Equivalent months} = \text{Months remaining to be served on new tour}$ |
| | | Step 3. $\text{Date new tour starts (see note 4)} + \text{Months remaining} = \text{New DEROS.}$ |

NOTES:

1. Prorate when the TDY is 60 or more consecutive days and when the TDY location tour length is less than the person's current duty station tour length. Use the TDY location unaccompanied tour length and the tour length the person is currently serving, accompanied or unaccompanied.
2. Convert the number of days TDY to months by dividing the number of days TDY by 30, and round off to the nearest tenth.
3. For one day or more service in a month, count the whole month.
4. Use DAS for PCS, or effective date of tour length change as new tour start date.

| Table 25. TOS, PCS and DOS Minimums for Selecting People for TDY, Other Than Training. | | | | | | | |
|--|--|------------------|-----------|--|--|--|-----------------|
| R | A | B | C | D | E | F | G |
| U L E | If a person is (see note 1) | and has TOS of | | and TDY return date is (see note 2) | | then, select the person for the TDY as shown below: (see note 3) | |
| | | more than | less than | more than 30 calendar days before DOS or PCS | less than 30 calendar days before DOS or PCS | Yes | No |
| 1 | assigned in the CONUS, or assigned OS on a long tour | 45 calendar days | | X | | X. | X (see note 4). |
| 2 | | | | | X | | |
| 3 | | 45 calendar days | | X | | | |
| 4 | | | | | X | | |
| 5 | assigned OS on a short-tour | 15 calendar days | | X | | X. | X (see note 4). |
| 6 | | | | | X | | |
| 7 | | 15 calendar days | | X | | | |
| 8 | | | | | X | | |
| 9 | assigned in the CONUS or OS, and was assigned from a short-tour, or CONUS-isolated station | 60 calendar days | | X | | X. | X (see note 4). |
| 10 | | | | | X | | |
| 11 | | 60 calendar days | | X | | | |
| 12 | | | | | X | | |

NOTES:

1. Use the more restrictive rule if member meets two conditions.
2. When the TDY return date is after the person's DOS or PDD (for PCS) and when necessary to fill short notice taskings, commanders can still select the person for the TDY providing the TDY orders or amendments reflect the shortened TDY duration and the person returns according to the times in this table.
3. You may assign individuals to mobility positions upon arrival on station and they may remain against a mobility position until their departure.
4. Commanders may waive these selection minimums. However, review all other options before committing newly assigned or near term departing members on TDY. When waiving minimums, the TDY completion date must not interfere with processing or departure date for PCS or DOS. Severe problems can occur if a person's DOS expires while TDY.

| Table 26. Officer Mandatory Utilization Requirements. | | | |
|--|---|---|--|
| R U L E | A | B | C |
| | If the officer (see note 1) | then utilization is (see note 1) | and the utilization field or AFS is (see note 1) |
| 1 | is a 2Lt accession (not scheduled for undergraduate pilot or navigator training) | in the AFS accessed for 4 years from date of EAD | determined by HQ AFMPC/DPMPO. |
| 2 | graduates from USAF Test Pilot School | 3 years, effective the day after graduation | determined by assignment OPR. |
| 3 | is in the 13BX career field and completes MAJCOM specialized training leading to fully qualified AFS | 2 years, effective the day after completion of training | 13BX. |
| 4 | is a rated officer completing formal flying training | 2 years, effective the day after completion of training (see note 2) | in aircraft for which the officer trained or as directed by HQ AFMPC/DPMRO. |
| 5 | completes formal or special technical training | equal to ADSC incurred under AFI 36-2107 (formerly AFR 36-51) but not exceed 4 years, effective the day after completion of training (see note 3) | the AFS for which the officer trained. |
| 6 | graduates from the AFIT education program (including Airmen Education and Commissioning Program (AECF), except Minute Man Education Program after 1 Feb 80) | 3 years effective the day after completion of the education program. For AECF, 3 years, effective on EAD date | the same as held while assigned to AFIT, and the assignment OPR will assign the member to an Advance Academic Degree (AAD) position per paragraph 2.3.5. (does not apply to AECF). |
| 7 | must remain in a specific AFS for other reasons approved by the assignment OPR. | period determined by the assignment OPR | determined by the assignment OPR. |

NOTES:

1. Use this table in conjunction with paragraph 5.9.2. The mandatory utilization requirements apply whether or not the PDS reflects the requirement. Submit waiver of any requirement as outlined in paragraph 1.4.2. and 3.18.
2. **EXCEPTION:** USAF Weapons Instructor Course is 3 years.
3. **EXCEPTION:** Department of Defense Equal Opportunity Management Course is 2 years.

| Table 27. Involuntary Extension of Oversea Tour. | | | |
|---|--|---|---|
| R U L E | A | B | C |
| | If the reason for involuntary extension is (see note) | then the maximum period of extension is (not to exceed DOS) | and |
| 1 | member does not have required retainability for CONUS PCS | member's DOS | DEROS update is automatic. |
| 2 | due to quality control reasons | 120 days unless HQ AFMPC/DPMRIP approves a longer period in advance | see paragraph 5.17. |
| 3 | to attend training or education | 180 days | submit requests as shown in paragraph 1.4.2. HQ AFMPC/CC is the approval authority. |
| 4 | to meet immediate and critical operational need | | |

(Table continued on next page)

| Table 27. Continued. | | | |
|-----------------------------|--|--|---|
| R U L E | A | B | C |
| | If the reason for involuntary extension is (see note) | then the maximum period of extension is (not to exceed DOS) | and |
| 5 | when assigned to a unit being deactivated or due to base closure | 180 days | submit requests as shown in paragraph 1.4.2. HQ AFMPC/CC is the approval authority. |

NOTE. Members placed in International Hold status and members not medically qualified for PCS will not have DEROSs involuntarily extended. Allow the DEROS to expire even though the person remains assigned OS.

| Table 28. Determining When a PCS is "Low-Cost". | | |
|--|---|--|
| R U L E | A | B |
| | If the reassignment of the member is (see notes 1 and 2) | then, he/she accrues PCS entitlements per the JFTR and PCS policies apply except as shown below: |
| 1 | to another permanent duty station and the stations are not in the corporate limits of the same city or town, but are in the local area (see note 3) | The gaining commander certifies that relocation of the person's residence is not required. Certification must consider whether the person must vacate government quarters (see note 4). |
| 2 | to another permanent duty station and the stations are not in the local area (see note 5) | The person provides a statement to the assignment OPR certifying they will not relocate their house-hold. Include the commuting distance/time from current residence to current duty station, and from current residence to new duty station (see note 4). |

NOTES:

1. When both duty stations are within the corporate limits of the same city or town, members do not accrue PCS entitlements and low-cost procedures do not apply. PCA w/o PCS procedures apply. If you use an AAN and publish PCS orders, use PCS cost ID code "M" and orders must contain a statement that there are no PCS entitlements.
2. Low-cost PCS is for CONUS to CONUS and OS to OS only. Minimum time on station and service retainability requirements do not apply. The person's DDLDS and DAS will not change. It is not a person's prerogative to opt for a new DAS. If the DDLDS/DAS changes as a result of processing of a member's travel voucher, the MPF restores the previous DDLDS/DAS. Issue PCS orders and use the PCS ID cost code "V." When the cost of all entitlements will exceed \$500.00, a move does not qualify as a low-cost PCS. The fact a member does not intend to claim reimbursement for entitlements is not a factor in determining PCS's under low-cost provisions. Do not use a low-cost move when the member is entitled to COT leave or travel entitlement.
3. Stations are in the local area when both are served by the same local (civilian) transportation system (bus, subway, and so on) by which the public commutes (24 hours a day, 7 days a week) between residence and either station.
4. Cost for all entitlements must not exceed \$500.00 to qualify under low-cost move policy. The requirement to vacate quarters normally costs more than \$500.00.
5. Stations are not in the local area when they are not served by the same local (civilian) transportation system (bus, subway, and so on) by which the public commutes (24 hours a day, 7 days a week) between residence and either station.

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DCS/Personnel

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS AND TERMS**Section A--References**

| AFR | AFI | TITLE |
|------------|----------------|---|
| 10-7 | 37-128 | <i>Administrative Orders</i> |
| 35-1 | 36-2101 | <i>Military Personnel Classification</i> |
| 35-4 | 36-2902 | <i>Physical Evaluation for Retention, Retirement and Separation</i> |
| 35-7 | 36-3203 | <i>Service Retirements (AFR 35-21, AFP 35-23)</i> |
| 35-9 | 36-3003 | <i>Military Leave Program (AFR 35-26)</i> |
| 35-11 | 40-502 | <i>Air Force Weight Management Program</i> |
| 35-16 | 36-2606, Vol I | <i>US Air Force Reenlistment, Retention and NCO Status Programs</i> |
| 35-17 | 36-2102 | <i>Preparation of Personnel Selected for Relocation-Base Level Procedures</i> |
| 35-20 | 10-215 | <i>Personnel Support for Contingency Operations (PERSCO)</i> |
| 35-32 | 36-2907 | <i>Air Force Unfavorable Information File Program</i> |
| 36-2 | 36-3206 | <i>Administrative Discharge Procedures</i> |
| 36-10 | 36-2402 | <i>Officer Evaluation System (AFP 36-6, AFR 36-9)</i> |
| 36-12 | 36-3207 | <i>Administrative Separation of Commissioned Officers</i> |
| 36-20 | 36-2110 | <i>Officer Assignments</i> |
| 36-51 | 36-2107 | <i>Active Duty Service Commitments (AFRs 36-94 and 39-18)</i> |
| 36-94 | 36-2107 | <i>Active Duty Service Commitments</i> |
| 39-1 | 36-2108 | <i>Airman Classification</i> |
| 39-4 | 36-2204 | <i>Airman Retraining Program</i> |
| 39-10 | 36-3208 | <i>Administrative Separation of Airmen</i> |
| 39-11 | 36-2110 | <i>Assignments (AFRs 36-20 and 35-28)</i> |
| 39-18 | 36-2107 | <i>Active Duty Service Commitments</i> |
| 39-29 | 36-2502 | <i>Promotion of Airmen</i> |
| 39-30 | 36-2503 | <i>Administrative Demotion of Airmen</i> |
| 39-62 | 36-2403 | <i>Enlisted Evaluation System (AFP 39-15)</i> |
| 50-5 | AFCAT 36-2223 | <i>USAF Formal Schools</i> |
| 75-8 | 24-101 | <i>Passenger Travel</i> |
| 160-38 | 40-301 | <i>Family Advocacy Program</i> |
| 205-32 | 31-501 | <i>Personnel Security Program Management</i> |
| 213-1 | 36-2306 | <i>Operations and Administration of Education Services Program</i> |

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Section B--Abbreviations and Acronyms**Abbreviations or
Acronyms****Definitions**

| | |
|-------|-------------------------------------|
| AAC | Assignment Availability Code |
| AAD | Assignment Availability Date |
| AAFSC | Additional AF Specialty Code |
| AAN | Assignment Action Number |
| AAR | Assignment Action Reason |
| AB | Air Base; Airman Basic |
| ADD | Assignment Departure Date |
| ADSC | Active Duty Service Commitment |
| ADSCD | Active Duty Service Commitment Date |
| AFDW | Air Force District of Washington |
| AFMPC | Air Force Military Personnel Center |

| | |
|---------|---|
| AFOSI | Air Force Office of Special Investigations |
| AFOSP | Air Force Office of Security Police |
| AFRES | Headquarters Air Force Reserve |
| AFROTC | Air Force Reserve Officers Training Corps |
| AFS | Air Force Specialty/Air Force Station |
| AFSC | Air Force Specialty Code |
| AIC | Assignment Instruction Code |
| ALC | Assignment Limitation Code |
| AMN | Airman |
| ANG | Air National Guard |
| ASAP | As Soon as Possible |
| ASD | Assignment Selection Date |
| AWOL | Absent Without Leave |
| BCP | Bootstrap Commissioning Program |
| BOP | Base of Preference |
| CAREERS | Career Airman Reenlistment Reservation System |
| CCTVL | Concurrent Travel of Military Dependents |
| CHAMPUS | Civilian Health and Medical Program of the Uniformed Services |
| CJR | Career Job Reservation |
| CMSGT | Chief Master Sergeant |
| CONUS | Continental United States |
| COT | Consecutive OS Tour |
| CSPL | Command Sponsored Position Listing |
| DAS | Date Arrived Station |
| DAV | Deployment Availability Code |
| DBMS | Director Base Medical Service |
| DDLDS | Date departed last duty station |
| DEROS | Date eligible for return from OS |
| DIN | Data Identification Number |
| DLA | Dislocation Allowance |
| DLM | Designated Location Move |
| DMD | Deployment Manning Document |
| DOA | Date of availability |
| DoD | Department of Defense |
| DOS | Date of Separation |
| DP | Director of Personnel |
| DRU | Direct Reporting Unit |
| DSN | Defense Switching Network |
| EFM | Exceptional Family Member |
| EFMP | Exceptional Family Member Program |
| EFMPO | Exceptional Family Member Program Officer |
| ELT | Extended Long OS Tour |
| EPR | Enlisted Performance Report |
| EQUAL | Enlisted Quarterly Assignments Listing |
| ETS | Expiration of Term of Service |
| FOA | Field Operating Agency |
| FRN | Force Requirement Number |
| FTA | First-term airman |
| GMS | General Medical Services |
| GSU | Geographically separated units |
| HAF | Headquarters Air Force (file) |
| HYT | High Year of Tenure |
| IG | Inspector General |
| IPCOT | In-Place Consecutive OS Tour |
| JA | Judge Advocate |
| JCS | Joint Chiefs of Staff |

| | |
|-----------------|---|
| JFTR | Joint Federal Travel Regulation |
| LNR | Line Number |
| MAAG | Military Assistance Advisory Group |
| MAJCOM | Major Command |
| MOA | Memorandum of Agreement |
| MPF | Military Personnel Flight |
| MRS | Medically Related Services |
| MSGT | Master Sergeant |
| MTF | Medical Treatment Facility |
| MUG | Manning Unit Group |
| NCO | Noncommissioned Officer |
| O&M | Operation and Maintenance |
| ODSD | OS Duty Selection Date |
| OPlan | Operation Plan |
| OPR | Office of Primary Responsibility |
| OS | Oversea (s) |
| OSD | Office of the Secretary of Defense |
| OSI | Office of Special Investigations |
| OTEIP | OS Tour Extension Incentive Program |
| PAFSC | Primary Air Force Specialty Code |
| PCA | Permanent Change of Assignment |
| PCS | Permanent Change of Duty Station |
| PCS without PCA | Change of permanent duty station without a change in unit of assignment |
| PDD | Projected departure date |
| PDS | Personnel Data System, Permanent Duty Station |
| PID | Plan Identification Number |
| PME | Professional Military Education |
| PPC | Personnel Processing Code (formerly AIC) |
| PRP | Personnel Reliability Program |
| PTI | Personnel Transaction Identifier |
| PW | Prisoner of War |
| RI | Reporting Identifier |
| RIP | Report on Individual Personnel |
| RNLTD | Report no later than date |
| ROTC | Reserve Officers' Training Corps |
| SART | Substance Abuse Reorientation and Treatment Program |
| SCI | Sensitive Compartmented Information |
| SDA | Special Duty Assignment |
| SDI | Special Duty Identifier |
| SEA | Southeast Asia |
| SEI | Special Experience Identifier |
| SES | Special Educational Services |
| SJA | Staff Judge Advocate |
| SO | Special Orders |
| SPCM | Special Court-Martial |
| SRA | Senior Airman |
| SRB | Selective Reenlistment Bonus |
| SRP | Selective Reenlistment Program |
| SSGT | Staff Sergeant |
| SSN | Social Security Number |
| SSO | Special Security Officer |
| STRD | Short Tour Return Date |
| TAFMS | Total Active Federal Military Service |
| TAFMSD | Total Active Federal Military Service Date |
| TPA | Threatened Person Assignment |
| TDY | Temporary Duty |

| | |
|-------|--|
| TED | Transfer Effect Date |
| TMO | Traffic Management Office(r) |
| TOS | Time on Station |
| TSGT | Technical Sergeant |
| UCMJ | Uniform Code of Military Justice |
| UIF | Unfavorable Information File |
| UMD | Unit Manning Document |
| UPRG | Unit Personnel Records Group |
| VECAP | Voluntary Enlisted CONUS Assignment Program |
| VSABP | Voluntary Stabilized Base Assignment Program |

Section C--Terms

Accompanied--Any tour of OS duty served with command-sponsored dependents.

Acquired Dependent--A member's dependent acquired through marriage, adoption, or other action during the course of a member's current OS tour of duty. This term does not include people dependent upon the member or children of a marriage that existed before the start of member's current OS tour.

Airman or Airmen--Enlisted member or members of the United States Air Force on extended active duty (male or female).

All-Others Tour--See Unaccompanied OS Tour.

Allocation--Notification to a MAJCOM or separate activity that a resource (officer or airman) is available for reassignment to that command.

Assigned--A member counted as part of a unit's assigned strength.

Assignment Action Number (AAN)--A sequential numbering system used to distinguish one operational, rotational, unit, or training assignment action from another. AANs determine the fiscal year funding of the PCS based on the transfer effective date (TED).

Assignment Instruction Codes (AICs)--See PCS Processing Codes (PPCs).

Assignment Instructions--Information, usually provided through the personnel data system, that accompanies selection for PCS.

Assignment Selection Date (ASD)--The date the assignment OPR decides a person is officially selected for an assignment.

Assignment--The permanent change of a person's duty station from one location to another. Also refers to duties performed. (Used alternately with the term "reassignment.")

Attached--Responsibility for a member for temporary administration or duty at other than his or her permanent unit of assignment (and the unit of attachment is other than member's permanent duty station), for temporary command and control during the member's absence similar to that exercised at the member's permanent duty station.

Authorization--A funded and validated manpower requirement.

Availability Date--The day, month, and year after which a member is available for assignment. Assignment OPRs usually only consider the month and year in determining availability.

Basic Military Training (BMT)--Training provided to nonprior service airmen to effect an orderly transition from civilian to military life.

Cancellation of Permanent Change of Duty Station (PCS)--Revoking or rescinding assignment instructions.

Career Airman--An airman other than first-term.

Career Job Reservation (CJR)--An airman's reenlistment quota.

Career Officer--For assignment purposes, officers serving in the grades of captain and above and who have 4 or more years of commissioned active service on or before the official notification date, or nomination for assignment, education or training. All other officers are noncareer officers.

Command-Sponsored Dependents--A dependent of a member of the Armed Forces of the United States entitled to travel OS at government expense (except acquired dependents) and approved by the appropriate military commander to be present in a dependent's status. **NOTE:** Approval of command sponsorship for a member who acquires dependents during his or her current tour does not entitle the acquired dependents to travel at government expense to the member's OS permanent duty station.

Commander--Unless otherwise specified, refers to the immediate commander of the member concerned and includes officially appointed squadron section commanders.

Concurrent Travel--Authorized move of dependents at government expense to an OS area at the same time as sponsor.

Consecutive OS Tour (COT)--A new OS tour that starts after completing a previous OS tour without an intervening assignment within the continental United States.

Continental United States (CONUS)--United States territory including the adjacent territorial waters, located within North America between Canada and Mexico.

Continuation of Assignment--A change of a member's end assignment that takes place after a member's departure from previous duty station, but before they arrive at the original new duty station and before the RNLTD.

CONUS-Isolated Station--Those locations where adequate community support facilities and services do not exist within 50 miles or are over 1 1/2 hours drive, one way, in normal weather conditions. Community support includes government or nongovernment facilities and services, such as: adequate family housing, medical and dental care, essential shopping facilities, reasonable recreation facilities, and religious services. During such assignments, the member and their families may experience a significantly greater degree of inconvenience, expense, and hardship when compared to assignment to other CONUS locations. Also, due to hazardous weather, marginal roads or lack of commercial transportation, the person is at greater risk when traveling between the duty station, residence and support facilities.

Curtailment--Termination of an OS tour before completion of the prescribed length, including any extensions (except cancellation of a voluntary extension). Terminal leave taken before DEROS is not a tour curtailment and is not a DEROS change. Ordinary leave begins and ends in the local area; therefore, it is not a DEROS change or curtailment.

Deferment--A personnel management tool, used to preclude or delay assignment selection of an individual or group when in the best interest of the Air Force. See table 11 for Assignment Availability Codes for the deferment reasons and periods. When a person has an AAC they are ineligible for reassignment until their date of availability except for mandatory movers or when the assignment OPR waives the deferment.

Delayed Dependent Travel (For EFMP Only)--An OS MAJCOM/SG will delay dependent travel to the projected OS location when MRS or SES are not available at a specific OS location. Do not issue travel orders until the OS medical authority determines the required services are available and can be provided to the dependents concerned.

Denied Dependent Travel (For EFMP Only)--If there is no GMS, the OS medical commander will deny dependent travel to the projected assignment location.

Department of the Air Force--The executive part of the Department of the Air Force at the seat of government and all field headquarters, forces, Reserve components, installations, activities and functions under the control or supervision of the Secretary of the Air Force.

Dependent Restricted Tour--An OS tour where table 5 does not allow an accompanied tour.

Dependents--(Refer to AFM 177-373, volume 4, *Dependency Determinations*, and also the Joint Federal Travel Regulation.)

Directed Duty Assignment (DDA)--Airmen basic trainees or technical training eliminees assigned for on-the-job training.

Diversion--A change of end assignment location that occurs after a member signs out from the losing base of assignment and before they arrive at the gaining base upon completion of their PCS travel.

Dual Qualified--An airman possessing two or more awarded Air Force specialties, reporting identifiers, or special duty identifiers.

Duty Station--The place where an Air Force member performs military duty.

Enlisted Quarterly Allocation Listing (EQUAL)--Assignment OPRs advertise enlisted requirements to and from OS corresponding to the assignment cycles. This listing shows projected requirements, by AFSC and grade, by locations. Airmen align their preferences on AF Form 392 and Air Force needs.

Enlisted Quarterly Allocation Listing-Plus (EQUAL-Plus)--Assignment OPRs advertise assignments that require unique qualifications such as joint/departamental and chief master sergeant requirements.

Entitlement--As used in manning considerations, an alternate form of requirement. Also describes conditions under which the United States government provides services or reimburses members for expenses incident to a permanent change of station. Consult the Joint Federal Travel Regulation to determine entitlements to government-paid travel of dependents, movement of household goods, and other payments associated with reassignment of military members.

Exception--A circumstance accompanied by explanation that does not conform to the normal rules, standards, usual occurrences, general principles, or the like.

Exceptional Family Member (EFM)--Limited to spouse, child, or other person actually residing in the household who is dependent for over half of their financial support, and entitled to receive general medical, medically related, or special educational services according to Title 10, United States Code (U.S.C.), Public Law 95-561, AFI 40-301 (formerly AFR 160-38), DoD Instructions, and other instructions or directives.

Exceptional Family Member Program (EFMP)--A program designed to ensure dependents of military members receive the special medical or educational care they require at the current or projected duty location. The spirit and intent of the EFMP is to assign individuals based on current or projected manning requirements, at locations where the required services are available. You may receive services by the military medical system or through civilian resources using CHAMPUS.

Exceptional Family Member Program Officer (EFMPO)--A clinical social worker (AFSC 42SX), or other qualified mental health officer, whom the director, base medical services, designates to provide services to families having an exceptional medical or educational need as outlined by AFI 40-301 (formerly AFR 160-38).

Executive Part of the Department of the Air Force--The Office of the Secretary of the Air Force and the Air Staff consisting of; Office of the Chief of Staff; Office of the Vice Chief of Staff; Deputy Chiefs of Staff; other members of the Air Force assigned or detailed; and Department of the Air Force civilians assigned or detailed.

Extended Long OS Tour--A voluntary tour length equal to the standard long-tour plus 12 additional months. This tour length applies to airmen only.

Extension--Time either voluntarily or involuntarily added to a prescribed tour of duty.

Family (Immediate)--(For the purpose of Hostile Fire and Imminent Danger Area Assignment/Deferment Program (Atch 6) and Aircrew Family Member Assignment (Atch 9) Only)

a. Parents. This includes stepparents, parents by adoption, and those who stood in loco parentis for at least 5 years immediately preceding the initial entry on active duty of the member who died, is missing or captured, or 100 percent disabled.

b. Brothers and Sisters. This includes stepbrothers, brothers by adoption, half brothers, stepsisters, sisters by adoption, and half sisters in the household at the time the member who died, is missing or captured, or 100 percent disabled.

c. Spouse.

d. Children:

(1) Natural child.

(2) Legally adopted child.

(3) Stepchild, if the child was a member of the household at the time the member or former member died, was captured, became missing, or was determined to be 100 percent disabled.

(4) An illegitimate child to whose support a male member or former member has been ordered judicially to contribute, or of whom he has been decreed judicially to be the father, or of whom he has acknowledged in writing under oath that he is the father.

(5) A person for whom the member stood in loco parentis for at least 5 years immediately preceding the date on which the member or former member died, was captured, became missing, or was determined to be 100 percent disabled.

Family Member (For the purpose of the EFMP and Humanitarian Program Only)--Limited to spouse, child, father, mother, person in loco parentis, or other persons actually residing in the household who are dependent for over half of their financial support. Stepparents can qualify as a family member under this program if they meet the basic criteria for in loco parentis. Parents-in-law can qualify if there is no other way to alleviate the situation, there are no other family members in the local area who can assist, and your reassignment would not require approval of a second dislocation allowance (second move within the same fiscal year).

First-Term Airman--An airman serving on first enlistment (period of enlistment of 4 or more years) who has not extended 24 months or more, and has less than 24 months prior active service.

Forecast--The prediction of future manning requirements based on known factors and previously established trends.

General Medical Services (GMS)--Encompasses all types of physiological, psychological, or social conditions of a chronic nature that competent medical authority diagnose as requiring specialized treatment.

High Year of Tenure (HYT)--A year point at which the Air Force determines an airman is ineligible for reenlistment and extension of enlistment due to grade and length of service. See AFI 36-3203 (formerly AFR 35-7).

Humanitarian Deferment--A temporary delay of PCS for humanitarian reasons.

Humanitarian Program--Program established to assist people in resolving severe short-term problems involving a family member. The spirit and intent of the program is to place you at the closest location where the problem exists. You must be effectively used in your duty (officer) or control (enlisted) AFSC. The Comptroller General ruled that the Air Force must not make moves at government expense based solely on humanitarian reasons. As a result, there must be a valid vacant Air Force authorization at the gaining base.

Humanitarian Reassignment--A permanent change of duty station to satisfy an Air Force requirement wherein an individual receives consideration because of severe personal problems as outlined in attachment 7.

Imbalanced Skill or Specialty--Airmen specialty in which OS requirements are disproportionately large with respect to continental United States requirements. Refer to AFI 36-2204 (formerly AFR 39-4).

Incumbent--An individual currently assigned to an authorized position.

Individual Sponsored Dependents--A dependent not entitled to travel to an OS command at government expense, or who enters the command without endorsement of the appropriate OS commander.

Intercommand--Between units under different parent MAJCOMs.

In-Place Consecutive OS Tour (IPCOT)--A new OS tour that starts after completing a previous OS tour without an intervening assignment within the continental United States and without a change of PDS.

Joint Duty Assignment--An assignment to a designated position in a multi-Service, joint or multinational command or activity that involves the integrated employment or support of the land, sea, air forces of at least two of the three Military Departments. Such involvement includes, but is not limited to, matters relating to national military strategy, joint doctrine and policy, strategic planning, contingency planning, and command and control of combat operations under a unified or specified command.

Joint Specialty Officer Nominee--An officer who completes a program of Joint Professional Military Education (JPME), or an officer who has a critical occupational specialty tour. The Military Department concerned designates the officer as a Joint Specialty Officer nominee.

Joint Specialty Officer--An officer on the active duty list with training in joint matters.

Key Billet--An OS manpower position of extremely unusual responsibility where the presence of the incumbent is absolutely essential to the mission of the unit or the United States presence in that area. The key billet tour length designation applies only at OS duty stations where the accompanied tour length is 24 months. Unaccompanied people also serve 24 months. Government furnished family housing must be available and concurrent travel must be authorized.

Levy--Tasking by personnel data system transaction or other means of a MAJCOM or Air Force unit to fill a permanent change of station or temporary duty requirement.

Long OS Tour--For the purpose of OS tour credit, a long tour is one where table 5, authorizes (both) an accompanied tour and the unaccompanied tour is 18 months or more; or, when HQ AFMPC/DPMRIP1 authorizes credit.

Low Cost PCS--Moves where both duty stations are in proximity, but not in the same corporate city limits. See table 28.

Mandatory PCS--A permanent change of duty station of a member due to base closure, completion of or elimination from training, completion of a CONUS maximum stabilized tour, an OS tour, unit move, or being a surplus on base/installation.

Mandatory Utilization--The requirement to assign a person to a designated AFS utilization field for a specified period.

Manning Unit Group (MUG)--Units grouped by type for manning purposes and statistical analysis.

Maximum Tours--Tours where the intended initial deferment is the maximum period of time a member is to serve in that duty or organization, unless the assignment OPR approves an extension. The reasons vary why the period of assignment should not exceed the initial deferment period. For example, the duty may be outside the mainstream of a member's primary career field and prolonged assignment is undesirable. The maximum tour assignment availability codes for officers are 46 and 50; and for airmen, 50.

Medical or Educational Treatment Program (EFMP Only)--A program designed to provide special medical or educational care to a military dependent. The military health care system, CHAMPUS, or a combination of both can provide these services.

Medically Related Services (MRS) (EFMP Only)--Document all MRS requirements as part of an Individualized Educational Plan (IEP). MRS includes transportation and such developmental, corrective, and other supportive services as required to assist a handicapped child to benefit from special education, provided by a physician or under professional medical supervision. The term also includes speech therapy and audiology, psychological services, physical and occupational therapy, dietetics, ophthalmology, recreation, orientation and mobility services, early identification and assessment of disabilities in children, and medical services for diagnostic or evaluative purposes. The term further includes school health services, social work counseling services in school, and voluntary parent counseling.

Member--An individual who is currently on extended active duty with an armed service of the Department of Defense.

Minimum Tours--Tours where the member should serve at least the initially prescribed tour length. However, the member may serve a longer assignment. After expiration of the initial deferment, members remain assigned until selected for another assignment. A minimum tour may be necessary to receive pay back for special training (formal or on-the-job) or for experience gained.

Mission Support Duty--All nonaeronautically rated AFSCs except 10CX, 13BX, and 13SX.

No-Cost PCS (Other Than Permissive)--A PCS in which no entitlements accrue to the person. This is a PCS to a new duty station within the corporate limits of the same city or town. When the person must move their household goods because of the move, use local O&M funds as outlined in the JFTR. Do not use an AAN, unless you use the PCS ID Code "M". Do not use PCS orders unless you include the statement that the person has no PCS entitlements.

Nominated--The result of using the assignment selection process to identify the most eligible, qualified member to fill a specific requirement, and submitting the member's record for consideration to the activity authorized to accept or decline the person for assignment.

Non-Air Force Activities--Office of the Secretary of Defense, organizations of the Joint Chiefs of Staff, Department of State, White House staff and aides, National Guard Bureau, miscellaneous boards and committees, and so forth, with which Air Force members are performing duty.

Noncareer Officer--See career officer.

Non-CONUS Resident--A member whose official home-of-record is Alaska, Hawaii, Guam, or the Canal Zone (for those who enlisted before 1 October 1979).

Nonvolunteer--A member for whom there is no record of agreement to an assignment through either omission or intent.

Other Government Offices--Offices of the Federal Government other than the Department of Defense, with which Air Force members are performing duty.

Overseas Commands--MAJCOMs with units in OS areas only.

Overseas Duty Selection Date (ODSD)--Date used to place members in the proper sequence for selection for long OS tours and for short OS tours for members not credited with an OS tour. MPFs initially establish this date as the person's TAFMSD or as determined by HQ AFMPC/DPMRIP1. MPFs determine and update the ODSD as shown in tables 18, 19, and 20 or as specified by HQ AFMPC/DPMRIP1 for approved exceptions.

Overseas Duty--Any duty performed as a member of the United States Armed Forces outside the continental United States (CONUS). Non-CONUS residents who complete OS tours in their home state or territory prior to 1 May 1985 do not receive OS tour credit. Time creditable as OS duty for PCS begins with the day of departure from a CONUS port and ends on the day of return excluding leave taken in the OS area before arrival at the permanent duty station or after DEROS. Time creditable as OS duty for TDY begins the day of departure from the permanent duty station and ends on the date of return to the permanent duty station excluding any leave in conjunction with the TDY and any other absence from the TDY duty site.

Overseas--All locations, including Alaska and Hawaii, outside of the continental United States (48 contiguous states and Washington DC).

Overseas Tour Extension Incentive Program (OTEIP) (Airmen only)--Special incentives in certain AFSCs for people who extend their tour of duty at designated OS locations. AFMPC/DPMRIP publishes information on this program. (See DoDD 1315.7.)

Overseas Vulnerability--The relative standing of a member for OS PCS selection in comparison to projected personnel requirements in a particular period of time (usually the next 24 months).

PALACE FUSE--A report of airmen within 60 days of the first day of the DEROS month who do not have an assignment. The MPF sends a PALACE FUSE message to the assignment OPR and includes all appropriate assignment information. The assignment OPR sends an assignment by return message.

PCS Notification--Commanders notify people by requiring them to sign the PCS notification report on individual personnel (RIP) acknowledging assignment selection. When a person is TDY or on leave, notification is the date the member receives the message.

Permanent Change of Assignment (PCA)--The permanent change of assignment of a member from one unit to another (with or without concurrent change of permanent duty station).

Permanent Change of Duty Station (PCS) Associated Training--Training received before, during, or after travel from one permanent duty station to another. You may accomplish training after the PCS only if directed in the assignment instructions.

Permanent Change of Duty Station (PCS)--Movement of a member to a different duty location for permanent duty, regardless of distance (with or without concurrent change in unit of assignment).

Permissive Permanent Change of Duty Station (PCS)--A PCS request initiated by a person, approved in limited circumstances, authorizing the person to proceed on the PCS at their own expense. For permissive PCS, the member pays all expenses involved or associated with PCS. Charge leave for the travel time.

Person in Loco Parentis (For the Purposes of the EFMP and Humanitarian Programs Only)--In loco parentis refers to one who exercises parental rights, duties, and responsibilities. This condition must exist for a minimum of 5 years before the member's or spouse's 21st birthday or before entry on active duty, whichever is earlier. Requests based on "in loco parentis" status must include affidavits from all parties (to include other family members, neighbors, or family friends) involved stating the details of the custody, control, care, and management of you or your spouse, and copies of any documents created at the time establishing "in loco parentis" status and relating to the custody, control, care, and management of you or your spouse.

Personnel Data System--A collective term encompassing the total vertical computerized personnel data system. It does not refer to a specific subsystem. The system provides capability for equitable, responsive, uniformly administered and cost effective management, and administration of active duty military, Air National Guard, Air Force Reserve, retired, and civilian personnel.

PCS Processing Codes (PPCs) (formerly AICs)--Codes included in assignment instructions which refer to PCS-related requirements. The literal translation of a PPC is in the base level ZEUS file.

Pinpointed Assignment--An alternate location identified to support the EFMP by the OS MAJCOM/SG or, for a CONUS assignment, HQ AFMPC/DPMRIO2, as having the capability of providing the required services.

Plug Table--A computer program that adds coded requirements and instructions to an assignment allocation.

Prescribed Tour--An established length of time a member will perform specific duty, or specific period of time a member will remain assigned to a specific location or unit.

Priority Manning--Providing for the personnel resource needs of one Air Force organization at the expense of other organizations.

Programmed Available--A person who is available for assignment on a scheduled basis such as OS returnee, completion of maximum stabilized tours, or school graduates.

Pulhesx--Physical condition, upper extremity, lower extremity, hearing-ears, vision-eyes, neuropsychiatric-stability, physical work capacity.

Reasonable Period of Time--A reasonable period of time is 12 to 18 months duration.

Reassignment or Reassign--Permanent change of duty station (PCS) or permanent change of assignment from one unit to another (PCA).

Reclama--A request to the assignment OPR to change or cancel a proposed or directed action. All requests must include explanation of circumstances and justification.

Remote (Dependent Restricted) Duty Station--An OS duty station where table 5, does not authorize an accompanied tour.

Requirement (Airman)--A shortage that exists at a unit or location when the 7th month projected manning level in the AFSC ladder, skill level, and grade under consideration is below the world-wide level, or 100 percent, whichever is lower. When the ladder manning is adequate only because of over manning at the 3- or 5-skill level, you may identify requirements at the 7- or 9- skill level.

Requirement (Officer)--An actual or projected vacancy of a funded manpower authorization.

Resource--Members who possess a required skill and who are available for assignment to meet manning requirements.

Retainability--Obligated military service. Time remaining on an OS tour (including any extensions).

Retirement Eligible--For assignment purposes, refers to a member who completes 19 or more years TAFMS (and the other retirement eligibility criteria outlined in AFI 36-3203, formerly AFR 35-7).

Retrainee--A previously trained airman in the process of gaining qualifications in a new AF specialty under an approved retraining program.

Returnee--A member returned from a tour of OS duty (does not include a member on temporary duty).

Second-Term Airman--See career airmen.

Secretarial Determination--Decision made by the Secretary of a Military Service on a matter not clearly authorized by a DoD directive.

Secretary of the Air Force--Includes the Secretary, and the Assistant Secretaries of the Air Force.

Seven Day Option--A requirement for eligible career members to separate or retire in lieu of operational or rotational PCS, formal education, a training course (regardless if it involves a PCS) or TDY (airmen only) except when the event OPR allows declination (with or without prejudice). **NOTE:** If you are ineligible to retire or separate, you have no 7-day option.

Short Oversea Tour--For the purpose of OS tour credit, a short tour is one in which table 5, does not authorize an accompanied tour; or both the accompanied tour is 24 months and the unaccompanied tour is less than 18 months; or when HQ AFMPC/DPMRIP1 authorizes credit.

Short Tour Return Date (STRD)--Date used to place members in the proper sequence for selection for short OS tours. MPFs initially establish this date as the person's TAFMSD or as determined by HQ AFMPC/DPMRIP1 upon request. MPFs determine and update the STRD as shown in tables 18, 19, and 20 or as specified by HQ AFMPC/DPMRIP1 for approved exceptions.

Sole Surviving Son or Daughter--A sole surviving son or daughter is a member who is the only remaining son or daughter in a family where the father or mother (or one or more sons or daughters) served in the U.S. Armed Forces and as a direct result of the hazards of duty in the Service:

- a. Was killed.
- b. Died as a result of wounds, accident or disease.
- c. Is in a captured or missing-in-action status.
- d. Is permanently 100 percent physically disabled (including 100 percent mental disability), as determined by the Department of Veterans Affairs or one of the Military Services.

Southeast Asia (SEA) Tour--A remote tour in SEA completed between 1 November 1961 and 1 November 1973 and served without dependents. (Includes airmen serving in SEA on 1 November 1973 who completed 181 calendar days or more on a permanent change of station tour by 1 November 1973.)

Southeast Asia (SEA)--North and South Vietnam, Thailand (except Bangkok and Don Muang Airport), Laos, and Cambodia.

Special Educational Services (SES)--Specially designed instruction to meet the educational needs of a handicapped child, including education provided in school, at home, in a hospital, or in an institution; physical education programs; and vocational education programs.

Special Experience Identifiers (SEI)--SEIs designate special experience or training not otherwise shown in the AFSC. They provide a means to rapidly sort and identify people with these special skills or training. SEIs apply to both a person's skills and to special skills required by certain manpower positions.

Special Requirement--An actual or projected vacancy of an authorized position with special qualifications not identified by an AFSC.

Specialty--The qualifications possessed by an individual or required for a specific job identified by an Air Force specialty code.

Stabilized Tour--An Air Force duty assignment with a prescribed time.

Surplus--A person who cannot be assigned to a valid manpower position because no vacancy exists.

Temporary Duty (TDY)--Duty performed at a location other than a person's permanent duty station for training or education (20 weeks or less), or manning assistance of short duration (179 days or less including travel time in a 12 month period at a single location without a SAF waiver).

Theater Retainability--The period of time remaining on an OS tour taking into account any proration that may result from reassignment within theater to a different tour length.

Transaction--Any computer action or process used to create or change individual personnel data.

Transfer Effective Date (TED)--The TED is the month and year of an AAN and determines the fiscal year funds for the assignment. You can only change the TED by canceling the AAN and issuing a new AAN.

Unaccompanied OS Tour--A tour of OS duty served without command sponsored dependents.

Unprogrammed Available--A person who is available for reassignment on an unprojected basis such as people called or recalled to active duty, training eliminees, people declared surplus to requirements of assignment and those returning from patient status.

Vacancy (Airman)--A shortage that exists at a unit or location when 7th month projected manning in the AFSC skill level under consideration is less than 100 percent and one or more manpower document authorizations exist in that grade.

Volunteer--A member who formally states the desire to accept a defined assignment.

Vulnerability--The relative standing of a member among his or her contemporaries for assignment selection.

Washington DC Area--(Officially titled National Capitol Region). The area encompassing the District of Columbia; Montgomery and Prince Georges Counties in Maryland; and Arlington, Fairfax, Loudoun, and Prince William Counties and the cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park in Virginia.

Waive or Waiver--To refrain from insisting upon compliance, enforcement; voluntarily give up or relinquish; put aside or put off for a time or permanently.

BASE OF PREFERENCE (BOP) PCS AND IN-PLACE BOP**(AIRMEN ONLY)**

A2.1. Application Procedures. Use figure A2.1 to apply for an in-place BOP to remain at your current duty station for an additional 2 years. You may also apply in conjunction with retraining, for in-place or PCS to another CONUS base. Use this figure or your retraining application. Table 2 shows TOS requirements. You must not have an ASD for PCS.

A2.2. Assignment OPR Actions.

A2.2.1. Approve or disapprove BOP requests.

A2.2.2. Do not approve consecutive BOP assignments in any combination.

A2.2.3. Transmit approvals to MPFs by PTI 517 for PCS moves and PTI 455 for in-place BOP and disapprovals by PTI 52T.

A2.3. MAJCOM Actions. If the MAJCOM desires to provide information for consideration by AFMPC, furnish complete details.

A2.4. MPF Actions.

A2.4.1. Check the eligibility of the applicant.

A2.4.2. Update approved BOP deferments (AAC 28) as shown in table 11.

A2.4.3. MPFs servicing training centers consolidate requests monthly and submit a list of preferences to Assignment OPRs no later than the 10th day of each month. If the member does not desire a BOP, the MPF enters a statement on the copy of the retraining application, files it in the UPRG, and requires the airman to sign and date it. Use the following statement: "I have been told about the BOP program for first-term airmen and do not desire to apply. I understand that I will not be given another opportunity to apply for a first-term airmen BOP."

A2.5. First-term Airmen:

A2.5.1. May request BOP regardless of ODSD or STRD freeze status, imbalance AFSC, or stabilized tour status.

A2.5.2. Retraining under CAREERS may request an in-place BOP, PCS BOP, or both. Assignment OPRs will only approve PCS BOP if the retraining AFSC and manning requirements dictate or when retraining requires PCS to formal school and will consider in-place preference before PCS preferences, regardless of the order listed.

A2.5.3. Not retraining under CAREERS ask for an in-place BOP at the same time they apply for a career job reservation (CJR) (AFI 36-2606, formerly AFR 35-16, volume 1). You may resubmit disapproved applications after 90 calendar days.

A2.5.4. Not retraining under the CAREERS program must reenlist to obtain retainability for in-place BOP within 30 days after approval notification. First-term airmen who are retraining under CAREERS must extend their enlistment to the maximum of 23 months or reenlist as required in AFI 36-2204 (formerly AFR 39-4). This minimum service retainability for CAREERS retraining satisfies the 12-month retainability requirement for CAREERS BOP (In-place or PCS).

A2.6. Career Airmen. Ask for an in-place BOP after you have serve 3 years and 5 months at current CONUS base. Airmen who complete at least 4 years at current CONUS base upon completion of a stabilized tour may apply no earlier than 7 months before the end of a minimum stabilized tour or no earlier than 12 months before the end of a maximum stabilized tour. You must obtain the 2 years service retainability for in-place BOP within 30 days after approval notification. You may reapply after 6 months from the date of a previous disapproval.

(Appropriate Letterhead)

MEMORANDUM FOR UNIT COMMANDER
MPF/(OFFICE SYMBOL)
IN TURN

(date)

FROM: (Functional address symbol)

SUBJECT: BOP Application - AFSC

1. Please consider me for a BOP assignment to one of the bases listed below. I was not assigned to this base under any BOP provisions (list choices in priority sequence).

2. (For airmen married to other Air Force military members only.) I have been counseled on the rules concerning BOP and join-spouse eligibility. I understand you will consider me for a BOP to other than my spouse's location only if my spouse applies concurrently for a BOP to the same locations or join-spouse intent code is H (join-spouse assignment not desired). I also understand that any use of the BOP program to obtain an assignment to a location other than my spouse's location (except for concurrent application) is a voluntary separation and my spouse will not be subsequently reassigned.

(signature of applicant)
(typed name, grade, USAF, SSN)

1st Ind, (unit commander)

(date)

TO: MPF/(office symbol)

1. Recommend (approval) (disapproval). (Justify recommended disapprovals.)
2. (For in-place BOP.) Deferment of this airman from PCS under the BOP program (is) (is not) in the best interests of the Air Force.
3. (For PCS BOP). Airman is eligible for PCS. (Return requests from ineligible airmen to them with an explanation.)

(signature)
(typed name, grade, USAF)
Commander

Figure A2.1. Sample BOP Application Letter.

CONUS-ISOLATED TOUR ASSIGNMENT PROGRAM

A3.1. Program Elements. HQ AFMPC/DPMRIP establishes minimum tour lengths and limits certain assignment combinations that involve CONUS-isolated stations (see attachment 1). Currently these are Socorro, NM; Cavalier, ND; Hill Weapons Range, UT; and Boulder, WY. The minimum tour length for single or unaccompanied members is 15 months. For accompanied members, the minimum tour length is 24 months. Accompanied members are those who reside with their dependents within 50 miles of their duty station. Compute distances from the standard highway mileage guide found in the Financial Services Office (FSO).

A3.2. Assignment OPR Actions.

A3.2.1. Do not involuntarily assign people to consecutive CONUS-isolated stations. You may select people for nonisolated CONUS PCS or an OS assignment (short tour or long tour) based on their OS vulnerability when they complete CONUS-isolated tours.

A3.2.2. Do not involuntarily assign people to CONUS-isolated stations immediately upon completion of an unaccompanied OS short-tour unless there is no other reasonable alternative.

A3.2.3. Do not divert airmen OS returnees who receive one of their choices in the OS returnee match to a CONUS-isolated station.

A3.2.4. Determine if they can accommodate assignment change requests when you select a person for involuntary unaccompanied short OS tour and they request reconsideration. If possible, change the assignment to CONUS or any OS long tour. Members remain vulnerable for future OS short-tour selection.

A3.2.5. Establish the RNLTD based on manning requirements. Send approvals to the MPF by PTI 517; disapprovals by PTI HLP.

A3.2.6. Consider volunteers for OS assignments as mandatory moves to the extent possible upon completion of a CONUS-isolated tour (see table 6A and 6B).

A3.3. MAJCOM Actions. Provide information to the assignment OPR as soon as possible when requested.

A3.4. MPF Actions.

A3.4.1. Update AACs as shown in table 11 upon arrival of a person at a CONUS-Isolated station.

A3.4.2. Produce and distribute a RIP 11 months prior to tour completion date to advise and assist people in applying for reassignment from a CONUS-Isolated Station.

A3.4.3. Upon receiving reassignment requests, verifies eligibility, files a copy of the application letter in the person's UPRG, and sends request through PDS to the assignment OPR with an information copy to the member's MAJCOM/DPRA.

A3.5. Commander Actions. Send requests to designate a location as a CONUS-isolated station to their MAJCOM/DPR to AFMPC/DPMRIP along with details of the support facilities.

A3.6. Individual Actions.

A3.6.1. Request change in assignment through your servicing MPF if selected for an involuntary unaccompanied short tour on completion of a CONUS-isolated station tour.

A3.6.2. Request changes in assignment through your MPF if selected for an involuntary CONUS-Isolated Station tour upon completion of an OS Short tour.

A3.6.3. Use figure A3.1 to apply for a reassignment to a CONUS-isolated station. If assigned to a CONUS-isolated station use figure A3.2 to request reassignment from your location at the end of the tour.

A3.6.4. Officers use figure A3.1 or volunteer for assignment to CONUS-isolated stations when advertised on the Electronic Bulletin Board (EBB). If assigned to CONUS-isolated stations you may also volunteer for positions on the EBB or use the letter application in figure A3.2.

(Appropriate Letterhead)

MEMORANDUM FOR UNIT COMMANDER

(date)

FROM: (Functional address symbol)

SUBJECT: Volunteer for Assignments to CONUS-Isolated Station

1. I volunteer for the CONUS-isolated stations listed below. (List your preferences in priority order.)

2. The following information applies:

- a. Grade.
- b. Name.
- c. SSN.
- d. CAFSC.
- e. Current Unit of Assignment.
- f. Date Assigned Present Station.
- g. DEROS (if assigned overseas).

(signature of applicant
(typed name, grade, USAF, SSN)

1st Ind, (unit commander)

(date)

TO: (servicing MPF/office symbol)

(Grade, name) is eligible for reassignment according to AFI 36-2110 and I recommend him/her for reassignment to the above listed CONUS-isolated station.

(signature)
(typed name, grade, USAF)
(title)

Figure A3.1. Sample Memorandum of Request for CONUS-Isolated Station Assignment.

(Appropriate Letterhead)

MEMORANDUM FOR UNIT COMMANDER

(date)

FROM: (Functional address symbol)

SUBJECT: Request for Reassignment From CONUS-Isolated Station

1. I (last name, first name, MI), (SSN), (unit of assignment), volunteer for CONUS or oversea reassignment to (list up to eight choices in order of priority). I will complete the prescribed tour length of (number) months at this station during (month and year). I am serving (accompanied) (unaccompanied) and understand that OS choices will take priority over CONUS.

2. If you can't give me one of my choices, I (do) (do not) request assignment consideration for any other intracommand CONUS nonisolated unit or location.

(signature of applicant)
(typed name, grade, USAF, SSN)

1st Ind, (unit commander)

(date)

TO: servicing MPF/(office symbol)

(Grade, name) is eligible for reassignment according to AFI 36-2110 and I recommend him/her for reassignment.

(signature)
(typed name, grade, USAF)
(title)

Figure A3.2. Sample Memorandum of Request for Reassignment From CONUS-Isolated Station.

CONSECUTIVE OS TOURS AND IN-PLACE CONSECUTIVE OS TOURS**COT AND IPCOT****A4.1. Assignment OPR Actions.**

A4.1.1. Considers enlisted applicants for COT and IPCOT assignment selection according to table 2. Consider enlisted requirements during the DEROS month plus 90 calendar days. If an airman matches a COT requirement during the third month after airmen's current DEROS, extend him or her an additional month at their present location. If the airman has an indefinite DEROS continue to consider them until they match a requirement.

A4.1.2. Considers officer applicants according to OVAS procedures.

A4.1.3. Do not reassign people before they complete the full prescribed tour at current location.

A4.1.4. Uses all the PCS selection criteria in paragraph 2.1 when selecting people for COTs and IPCOTS.

A4.1.5. Processes curtailments resulting in the person serving less than the equivalent of two unaccompanied tours to the Secretary of the Air Force and those resulting in the person serving at least the equivalent of at least two unaccompanied tours to HQ AFMPC/CC.

A4.2. Commander Actions.

A4.2.1. Ensures all COT and IPCOT applicants meet basic PCS eligibility requirements for TOS, retainability, and quality control.

A4.2.2. Refer to paragraphs 5.13 and 6.12 for individual and commander's action regarding command sponsorship of dependents.

A4.3. MPF Actions.

A4.3.1. Advises people not to move dependents or household goods before completing their original tour. Refer questions on IPCOT and COT travel and leave entitlements to the JFTR and AFI 36-3003 (formerly AFR 35-9).

A4.3.2. Computes the new DEROS for an IPCOT by adding the full length of the new tour to the current DEROS. For people with an indefinite DEROS, compute new DEROS by adding the elected tour length to the previous DEROS or the date of approval whichever is later.

A4.3.3. Reclamas assignments when the gaining command disapproves concurrent travel.

A4.3.4. Processes curtailments according to paragraph 1.4.2.

A4.4. Individual Actions.

A4.4.1. (Officers) Applies using the Electronic Bulletin Board (EBB).

A4.4.2. (Airmen) Applies for COT/IPCOT at the time of DEROS forecasting through the EQUAL system according to the OS Returnee Handout. If approved, it will be effective upon completion of your original tour.

A4.4.3. Refers to paragraphs 5.13. and 6.12. for individual and commander's action regarding command sponsorship of dependents.

A4.4.4. Meets the command sponsorship eligibility requirements to get the PCS entitlement and station allowances.

HOME-BASING (HB) AND FOLLOW-ON (FO) ASSIGNMENT PROGRAMS (LIEUTENANT COLONELS AND BELOW)

A5.1. Who is Eligible for the Home-basing (HB) or Follow-On Programs.

A5.1.1. You are eligible for HB if you elect to serve an unaccompanied OS tour of 15 months or less (Short Tour) and you want to return to the same CONUS location from which you departed.

A5.1.2. You must agree to not relocate your dependents (including at your own expense), drive or ship a privately owned vehicle (POV) to your OS PCS location, or move or place your household goods in nontemporary storage, except:

A5.1.2.1. You can store household goods at government expense by the most cost effective means (determined by the local TMO) and relocate your dependents to a designated location at your expense if you are single, a single parent, or a military couple, stationed in the CONUS, or a long tour location in Alaska or Hawaii, and receive concurrent unaccompanied short tours.

A5.1.2.2. You can ship HHG to the unaccompanied short tour location as shown in AFH 24-502 when you are required to reside off-base and retain your home-basing or follow-on assignment without a waiver. The losing MPF verifies the requirement to live off-base through the ZEUS file 09YCOV4/JFTR/JFTR-TBL.

A5.1.2.3. Any other claim, for government paid move of your dependents, shipment of household goods, or request for reimbursement of expenses will normally cancel the HB/FO.

A5.1.3. You are eligible for a FO assignment if you elect to serve an unaccompanied OS tour of 15 months or less (short tour) and you want an assignment to a particular CONUS or overseas base after completing your short tour.

A5.1.3.1. You will agree not to relocate your dependents or household goods except to the FO location (including at your own expense).

A5.1.3.1.1. If your current location denies you continued occupancy of government-owned or -controlled quarters, you may move your dependents and household goods off base (out of government quarters) only within the same city, town, or metropolitan area as prescribed by the JFTR, volume 1, and still keep your FO assignment.

A5.1.3.1.2. You will comply with AFI 24-101 (formerly AFR 75-8, volume 2) to get approval for your dependents to enter the overseas area if you have an approved overseas FO assignment and want to relocate your dependents to the FO assignment location.

A5.1.3.1.3. Get counseling from the base TMO and understand how Status-of-Forces agreements impact unaccompanied dependents and household goods.

A5.1.3.2. If you are currently serving an OS long tour (except Alaska or Hawaii) you can only apply for FO to a CONUS location or a long tour location in Alaska or Hawaii (only).

A5.1.4. You are not eligible for these programs if:

A5.1.4.1. You are en route to your first permanent duty (HB and FO).

A5.1.4.2. You are currently serving on an OS long tour (except Alaska or Hawaii) (HB only).

A5.1.4.3. You cannot get retainability (HB and FO).

A5.1.4.4. You apply for a Designated Location Move (DLM) (HB and FO).

A5.1.4.5. You can not apply after disapproval of your request for OS dependent travel or after arriving at your OS location.

A5.2. Applying for a HB or FO Assignment. Apply for a HB or FO assignment using the sample shown in figure A5.1.

A5.2.1. Applying for a HB or FO assignment does not take away your PCS entitlements.

A5.2.1.1. The assignment authority gives you advance assignment consideration for your voluntary agreement not to use PCS entitlements.

A5.2.1.2. If you must use a PCS entitlement, the Air Force can not deny you that entitlement; however AFMPC may cancel your HB or FO assignment.

A5.2.1.3. You will receive consideration only once, so you must provide the maximum number of assignment choices in priority sequence (FO only).

A5.2.1.4. AFMPC gives priority to your overseas preferences if you indicate both CONUS and overseas locations.

A5.2.1.5. AFMPC considers a HB assignment first if you request both HB and FO assignment consideration.

A5.2.1.6. AFMPC considers you first for a FO (join-spouse) assignment to the location of your military spouse, unless you don't want a join-spouse assignment.

A5.2.1.6.1. AFMPC considers your other FO preferences if no requirement exists at your spouse's location.

A5.2.1.6.2. List the same preferences on your FO applications if you are a military couple selected to serve concurrent unaccompanied overseas tours of 15 months or less and desire a join-spouse assignment.

A5.3. Canceling HB or FO Assignments.

A5.3.1. You voluntarily cancel your HB or FO assignment if you apply for an extension of your overseas tour of more than three months. If AFMPC disapproves the extension request, they will not cancel your HB or FO assignment and AFMPC approves a humanitarian or EFMP assignment.

A5.3.2. AFMPC involuntarily cancels your HB or FO assignment if you relocate your dependents, ship a POV to the overseas location, or move or store household goods (unless authorized by this instruction or AFMPC) and you fail to meet PCS eligibility requirements.

A5.4. Wing Commander Actions. Reviews applications submitted by senior NCOs and recommends approval or disapproval. Delegates review authority at his or her discretion, but you will sign a recommendation to disapprove a home-basing assignment. Include justification if recommending disapproval and allow the senior NCO to submit a statement and forward the application to the MAJCOM.

A5.5. MPF Actions.

A5.5.1. Counsels people selected for an unaccompanied OS short tour, on the HB and FO programs during the initial assignment relocation briefing. Emphasizes the need for them to apply for a HB and/or FO assignment no later than 15 days after official assignment notification. Have them acknowledge counseling, in writing, by declining to apply (including those who have personal reasons that precludes their fulfilling the agreement required) or by submitting an application.

A5.5.2. Submits applications in-system as outlined in AFMAN 36-2622 (formerly AFM 30-130, volume 1).

A5.5.2.1. Submit the application, by message, to the assignment authority as soon as possible if assignment notification is within 90 days of the PDD.

A5.5.2.2. Send the HB request out of system to the MAJCOM, if the wing commander recommends disapproval.

A5.5.2.3. Establish a suspense, no earlier than the 75th day before PDD, and ensure AFMPC replies.

A5.5.2.4. Do not allow the person to outprocess without a reply to their request.

A5.5.2.5. Reclama any HB/FO assignment received from AFMPC if a formal application is not on file.

A5.5.3. If AFMPC approves the HB or FO assignment:

A5.5.3.1. Include the following statement in the remarks section of the AF Form 899 (for approved HB assignments), "Member has an approved home-basing assignment and agrees not to relocate dependents or household goods to a designated location, place household goods in nontemporary storage, or ship or drive a privately owned vehicle to the OS PCS location."

A5.5.3.2. Include the following statement in the remarks section of the AF Form 899 (for approved FO assignments), "Member has an approved FO assignment to (assignment location) and has agreed to not relocate dependents or household goods to a location other than the FO location, place household goods in nontemporary storage, or ship or drive a POV except to the follow-on location."

A5.5.3.3. Include the following statement in the remarks section of the AF Form 899 (if authorized by this instruction or AFMPC), "Member authorized to relocate dependents at own expense and retain HB/FO assignment."

A5.5.3.4. Include in the remarks section of the AF Form 899, "Member authorized to relocate dependents at own expense and retain HB/FO assignment" if they meet the requirements of paragraph 1.1.1. You do not need a waiver from AFMPC/DPMRIP1.

A5.5.3.5. Include in the remarks section of the AF Form 899, "Member authorized to ship full unaccompanied weight allowance and retain HB/FO assignment" if they meet the requirements of paragraph 1.1.2.

A5.5.3.6. Have the person get retainability for an approved FO assignment within 30 calendar days after official assignment notification. They will get retainability for HB during normal overseas returnee counseling; if they refuse or are ineligible for the required retainability, notify the assignment authority.

A5.5.3.7. Have the person with an approved overseas FO assignment, who wants to relocate their dependents to the FO assignment location, comply with the requirements shown in AFI 24-101 (formerly AFR 75-8, volume 2), to obtain approval for dependents to enter the area.

A5.5.4. If AFMPC disapproves the HB or FO assignment, make three copies of the disapproval transaction and give one to the person, file one copy in the UPRG (see AFI 26-2608), and put one copy in the relocation processing folder.

A5.5.5. Immediately notify the assignment authority if the person takes any action or any circumstances arise which could result in cancellation of the assignment.

A5.5.6. Include in the transaction remarks, for an overseas extension request, that the person must cancel his or her HB or FO assignment to accept the extension.

A5.6. MAJCOM/DP Actions. For HB applications, the MAJCOM/DP will make a recommendation for senior NCO applications where the wing commander recommends disapproval and forwards the application to HQ AFMPC/DPMRIP1.

A5.7. AFMPC Actions.

A5.7.1. Cancels the HB or FO assignment if the person refuses or is ineligible to get the necessary retainability.

A5.7.2. Gives priority consideration for other assignment preferences if you cancel a HB or FO assignment due to base closure, unit deactivation, etc.

(Appropriate Letterhead)

MEMORANDUM FOR MSSQ/(OFFICE SYMBOL)

(date)

FROM: (Functional address symbol)

SUBJECT: Home-Basing and Follow-on Program

1. I (grade, name, SSN, AFSC), have an assignment to (location, country) where the unaccompanied tour is 15 months or less and will serve the unaccompanied tour length at that location.

2. I am applying for a (home-basing)(follow-on) assignment to (list up to eight CONUS bases and eight overseas countries in priority sequence). I understand I will get priority consideration first to a homebasing location and then to follow-on overseas choices. I read and understand AFI 36-2110, paragraph A5.1. I am aware that this is the only application I can make for home-basing or follow-on assignment consideration.

3. (For Home-Basing Only) If selected to participate in the home-basing program, I agree to not move my dependents, ship or drive privately owned vehicle, or move or store household goods at government or personal expense in conjunction with my overseas and return assignment. Once selected to participate in the home-basing program, I understand that if denied continued occupancy of government-owned or controlled quarters, I may move my dependents and household goods only within the same city, town, or metropolitan area as prescribed by JFTR, volume 1. I further understand that if I relocate dependents, ship or drive privately owned vehicle, or move or store household goods at government or personal expense (for reasons other than being denied continued occupancy of government-owned or controlled quarters), without prior approval from HQ AFMPC/DPMRIP1, my home-basing assignment will be canceled.

4. (For Follow-on Only) If selected to participate in the follow-on program, I agree to either leave my dependents at the losing base or move them to the follow-on location. In conjunction with these options I agree to not move my dependents, ship or drive privately owned vehicle, or ship household goods at government or personal expense to other than the follow-on location; nor store my household goods at government or personal expense. (As an exception to this storage policy, members with follow-on assignments to overseas locations who receive approval to relocate their dependents to the follow-on location before the sponsor completes the short tour, can store household goods at government expense until the sponsor arrives at the follow-on location.) Once selected to participate in the follow-on program and I decide to leave my dependents at the losing base, and I am denied continued occupancy of government-owned or controlled quarters, I may move my dependents and household goods within the same city, town, or metropolitan area as prescribed by JFTR, volume 1. I further understand that if I relocate dependents, ship or drive privately owned vehicle, or move or store household goods at government or personal expense (for reasons other than moving them to the follow-on location or being denied continued occupancy of government-owned or controlled quarters), without prior approval from HQ AFMPC/DPMRIP1, my follow-on assignment will be canceled.

5. **EXCEPTION:** Single members, single parents, and military couples who will serve concurrent, unaccompanied short tours can store household goods by the most cost effective means (determined by local TMO) and relocate dependents to a designated location at their own expense without jeopardizing their home-basing or follow-on assignment. Do not process a waiver.

6. I also understand that:

- a. Driving of privately owned vehicle applies to PCS travel from the CONUS to the OS PCS location only, and
- b. My home-basing or follow-on assignment, if approved, is subject to cancellation due to unavoidable changes in Air Force requirements or individual qualifications (base closure; change in mission, weapons system, or authorization; promotion; and so forth).

7. (For Air Force members married to other Air Force military members) I have been counseled on the rules concerning home-basing or follow-on assignments and join spouse eligibility contained in (AFI 36-2110, paragraph A5.1. and attachment 8). I understand first consideration will be a return assignment to the location of my spouse (unless intent code is H- join-spouse assignment not desired). If no requirement exists at spouse's location, my other follow-on preferences will be considered and spouse may, if otherwise eligible for PCS, apply for join spouse assignment to my follow-on location. Military members serving concurrent tours of 15 months or less who are eligible to apply for follow-on assignment consideration must apply for the same locations. Requesting different locations is considered voluntary separation and a subsequent join-spouse reassignment under chapter 3 will not be authorized.

(signature of applicant)

(date)

(signature of MPF official)

(date)

(For those who do not desire to apply) I have read (AFI 36-2110, paragraph A5.1.) and been briefed on both home-basing and follow-on assignments. I do not desire to apply for either program and I understand I will not have another opportunity to apply at a later time.

(grade, name, SSN)

(signature)

(date)

NOTE: After member signs, file a copy in UPRG.

NOTE: Use this block to document disapproval. AFMPC disapproval of the member's request for home-basing or follow-on assignment consideration arrived on (date). Member has been notified.

(signature)

(grade, name of MPF official)

(date)

NOTE: After MPF official signs, file a copy of this document in section IV of the UPRG to remain until departure from the first duty station following the overseas short tour.

Figure A5.1. Sample Homebasing/Follow-On Assignment Application.

HOSTILE FIRE AND IMMINENT DANGER AREA ASSIGNMENT PROGRAM

A6.1. Program Elements. This program only applies to areas designated in the DoD Pay and Entitlements Manual. It provides an assignment program to exempt more than one member of the same family from serving in hostile areas, under certain conditions. Similarly qualified Air Force people will share duty in these areas as equitably as possible. Also, people hospitalized for injury, accident, or illness, not due to hostile fire action are ineligible for this program.

A6.2. Who is Eligible. A person is eligible if:

A6.2.1. An immediate family member, as defined in attachment 1, while serving in one of these areas, is killed or dies as a result of an act committed by an individual, group or country hostile to the United States or in direct support of operations against such a hostile force, then other members of the same immediate family may request exemption from serving in one of these designated areas. If serving in such areas, the individual may request reassignment from the area. This also applies to immediate family members in a captured or missing status or those where the Department of Veterans Affairs (VA) or one of the military services determines them to be 100 percent physically or mentally disabled.

A6.2.2. Hospitalized 30 or more calendar days due to a specific action resulting from combat service. These people are eligible for later hostile fire or imminent danger area tours.

A6.3. Assignment OPR Actions. Assignment OPRs will provide disposition instructions for approved cases.

A6.4. MAJCOM Actions.

A6.4.1. Approves or disapproves applications.

A6.4.2. Requests assignment cancellation from the assignment OPR or tells the MPF to place the person in ALC 6. **NOTE:** Request assistance from HQ AFMPC/DPMC to verify family member status.

A6.5. MPF Actions.

A6.5.1. Sends the application to the MAJCOM.

A6.5.2. Places the member in ALC 6 on approval of deferment based on death or disability of family member.

A6.6. Commander Actions. Reassigns the person to nonhazardous duties or out of the area while application is pending.

A6.7. Individual Actions.

A6.7.1. You are the only one who may request reassignment or deferment. After applying, you remain in place until the assignment OPR provides disposition instructions.

A6.7.2. Use figure A6.1 to apply.

(Appropriate Letterhead)

MEMORANDUM FOR MPF/(OFFICE SYMBOL)

(date)

FROM: (Functional address symbol)

SUBJECT: Request Deferment (or Reassignment) From a Hostile Fire or Imminent Danger Area

1. Please defer me from reassignment to (or reassigned from) a hostile fire or imminent danger area.
2. I submit the following information in support of my request: (Include the following information for the family member who was killed, died, or determined by the Veterans Administration, or one of the military services, to be 100 percent physically or mentally disabled.
 - a. Name, grade, SSN:
 - b. Branch of service:
 - c. Present organization:
 - d. Last CONUS location and unit assignment:
 - e. Date departed CONUS:
 - f. Date of expected return to CONUS or death:
 - g. Relationship:
3. I have attached documents in support of my request.

(signature)

(type name, grade, USAF, SSN)

Attachment

Figure A6.1. Sample Memorandum of Request for Deferment or Reassignment From a Hostile Fire or Imminent Danger Area.

HUMANITARIAN REASSIGNMENT AND DEFERMENT AND THE EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)

A7.1. Who is Eligible for Humanitarian Reassignment and Deferment. You can apply for a humanitarian reassignment or deferment if:

- A7.1.1. You have a documented and substantiated short-term problem involving a family member.
- A7.1.2. Your problem is more severe than that usually encountered by others with a similar problem.
- A7.1.3. Your presence is essential to alleviate the problem.
- A7.1.4. You can resolve the problem within a reasonable amount of time (normally 12 months).

A7.2. Who is Eligible for EFMP Reassignment and Deferment. You can apply for EFMP reassignment or deferment if:

- A7.2.1. You have an exceptional family member. Intellectually or athletically gifted children do not qualify under the provisions of Public Law 95-561, Defense Dependents' Education Act of 1978, DoD Instructions, and EFMP procedures.
- A7.2.2. You contacted the EFMPPO for a complete evaluation, assessment, and enrollment.
- A7.2.3. You complied with the provisions of AFI 40-301.
- A7.2.4. You intend to use the initial deferment or reassignment to establish a program of medical or special education.

A7.3. When to Apply for Humanitarian or EFMP Reassignment or Deferment (to include TDY deferment).

- A7.3.1. Submit a request for humanitarian reassignment for situations you believe warrant your presence, deferment, or reassignment within 30 days of PCS reassignment notification, reassignment nomination to AFMPC or MAJCOM, or selection for extended (over 30 calendar days) TDY.
- A7.3.2. For EFMP, immediately enroll (via EFMP application) your dependents with special medical or educational needs if their needs require continued assistance. Once enrolled, whether you established a program formally through the EFMPPO or by your own initiative, you will receive special assignment consideration as long as the condition exists.
 - A7.3.2.1. Request reassignment if the required services aren't available at or around your current duty location through a military treatment facility or CHAMPUS.
 - A7.3.2.2. Request deferment from TDY during the initial assignment deferment period if you must be present and you are subject to extended TDY (EFMP only).
 - A7.3.2.3. Request consideration for a pinpointed assignment (EFMP only) if selected for PCS to a location where the required services aren't available (requires a completed AF Form 1466).

A7.4. How to Apply for Humanitarian or EFMP Reassignment or Deferment. Submit an application in the format with the information shown in figure A7.3. (humanitarian) or A7.6. (EFMP), to your MPF. Your application will include:

- A7.4.1. A recommendation from your commander, including any additional information or evidence of material value. You do not have to get your commander's recommendation if your situation precludes it (e.g., you are on leave, TDY, etc.); however, the MPF transmittal letter will state why you did not get the commander's recommendation.
- A7.4.2. A review for medical sufficiency from the director of base medical services, the medical facility commander, or the senior representative if you are applying for medical reasons.
 - A7.4.2.1. The reviewer does not have to submit an interpretation; however, they will include information that helps AFMPC review your application.
 - A7.4.2.2. If you are applying for legal reasons, the staff judge advocate or base legal officer will review your request. The review will contain a summary and discussion of pertinent laws and of evidence in the file that supports approval or disapproval of your request.
- A7.4.3. A copy of a completed AF Form 1466, to include a copy of the final determination (EFMP only).
- A7.4.4. A review and recommendation by the local EFMP officer (EFMP only).
- A7.4.5. If you are part of a military couple, both of you will submit an application (or both sign the same application) if you desire the same assignment consideration. If you both sign one application, get both commanders' endorsements. Include a copy of your AF Form 357 and DD Form 93 with the application.

A7.5. Withdrawing an Application. If you need to withdraw an application, submit a written request to the MPF immediately and do not sign out PCS.

A7.6. What to do for Disapproved Applications. If you have an assignment ensure the MPF counsels you on the following options. You may apply (if eligible) for retirement under hardship conditions, hardship discharge, or (for officers) resignation or release from active duty. Submit your request within seven calendar days following receipt of the disapproval. If you do not take one of the above actions within the seven day period, the MPF will continue to process you for reassignment.

A7.7. Managing the Assignment and TDY Restriction.

A7.7.1. The TDY assignment authorities will not select you for a TDY in excess of 30 calendar days while you remain in AAC 30 (officers and airmen) or 06 (airmen only), or for EFMP reasons while you remain in DAC 44.

A7.7.2. You will not PCS or be sent on involuntary TDY for a maximum of 12 months, unless the condition ceases to exist.

A7.7.2.1. You may request a deferment extension not to exceed a total period of 24 months if the reason for your deferment is a terminal illness (humanitarian only).

A7.7.2.2. If you request an extension you will substantiate that you made every possible effort to overcome the problem; the condition warranting assignment restriction still exists; and the problem goes away within the extended period of assignment or TDY restriction.

A7.8. Member Actions.

A7.8.1. Use emergency or ordinary leave and attempt to resolve the problem.

A7.8.2. Reviews figures A7.1 and A7.2 (humanitarian) or figure A7.5 (EFMP) to help determine if your problem warrants reassignment or deferment.

A7.8.3. Agrees to serve (if stationed overseas and requesting reassignment overseas) the prescribed tour length at the new location or at least a tour length equal to the combined unaccompanied tour lengths at the old and new locations, whichever is greater.

A7.8.4. Discusses the problem with the MPF chief or commander of your CONUS port of debarkation or embarkation, and submits a request if you are PCS enroute. Comply with your current reporting instructions if the assignment authority denies suspension of movement; however, you may still submit a request.

A7.8.5. If being reassigned to a dependent-restricted area and married to a foreign-born spouse who plans to travel to their native country, include this information in the application and request a designated location move (DLM) to the native country (humanitarian only).

A7.8.6. Inform the MPF if your circumstances change.

A7.8.7. Make status inquiries through the MPF.

A7.9. MPF Actions.

A7.9.1. Counsels people wanting to submit an application on the provisions of these programs, including figures A7.1 and A7.2. (Humanitarian) and figure A7.5 (EFMP).

A7.9.2. Ensures the application has all pertinent documentation as outlined in figures A7.3 and A7.4 (humanitarian) or figures A7.6 and A7.7 (EFMP).

A7.9.3. Processes the application within ten workdays of receipt.

A7.9.4. Submits the request to AFDPOB, 1040 AF Pentagon, Washington, DC 20330-1040 for colonels and colonel selects or HQ AFMPC/DPMRIO2, 550 C Street West, Suite 32, Randolph AFB TX 78150-4734 for lieutenant colonels and below.

A7.9.5. Allows at least two weeks after forwarding the package to the approval authority before making a status inquiry.

A7.9.6. Acts as a liaison between the approval authority and the applicant.

A7.9.7. Notifies the approval authority by message if the reason for the reassignment ceases before the person departs PCS.

A7.9.8. Files a copy of the approved correspondence in the member's UPRG.

A7.9.9. Counsels the person on other available options if the approval authority disapproves their request.

A7.9.10. The MPF chief or commander of the CONUS port of debarkation or embarkation will request suspension of the person's movement to allow them to submit an application. Send the request, by message, to the approval authority with information copies to the losing and gaining activity and include:

A7.9.10.1. The person's name, grade, SSAN, SAFSC (officers) or CAFSC (airmen), port call date (if applicable), date of humanitarian submission (if any), date departed losing organization, losing and gaining unit of assignment, and RNLTID.

A7.9.10.2. A brief summary of situation and relevant supporting information.

A7.9.10.3.. Counsel the member on the provisions of AFI 36-3003 (formerly AFR 35-9) if they have an advance (negative) leave balance when suspending movement or when submitting the request. The time between the request submission and the approval authority response is leave.

A7.10. Commander Actions.

A7.10.1. Recommends approval or disapproval of the humanitarian or EFMP application. Include any information that helps AFMPC make a decision. Fully justify a disapproval recommendation.

A7.10.2. Does not involuntarily select a person assigned or deferred for humanitarian reasons for TDY in excess of 30 calendar days while they are in AAC 30 (officers and airmen) or 06 (airmen only).

A7.10.3. Does not involuntarily select a person deferred for EFMP reasons for TDY in excess of 30 calendar days while they are in DAV 44.

A7.11. Approval Authority Actions.

- A7.11.1. Ensures compliance with the requirements of A7.1 (humanitarian) or A7.2 (EFMP).
- A7.11.2. Obtains AFMPC medical and legal reviews (as necessary).
- A7.11.3. Gathers additional documentation on incomplete applications.
- A7.11.4. Initiates an investigation for potentially fraudulent statements.
- A7.11.5. Ensures a vacancy exists in the member's career field at the projected area of assignment.
- A7.11.6. Provides both status and final reply messages, to include assignment instructions, to the MPF.
- A7.11.7. Directs the MPF to update the PDS with an AAC and/or DAC and date of availability for approved applications.

A7.12. HQ AFMPC/DPMMS Actions. HQ AFMPC/DPMMS will for EFMP reasons:

- A7.12.1. Update ALC "Q" (see table 12) after reviewing the EFMP application or after receiving a written (or message) request from the base EFMPO.
- A7.12.2. Delete ALC "Q" after receipt of a written (or message) request from the base EFMPO stating the condition no longer exists and the person does not need special assignment consideration.

HUMANITARIAN CONDITIONS USUALLY WARRANTING APPROVAL

The approval authority will normally approve a humanitarian reassignment or deferment under these conditions; however, this list is not all inclusive.

1. The recent death (within 6 months) of your spouse or your child or stepchild under the age of 18 who is living in your home at the time of death.
2. A serious financial problem that is not the result of over extension of your personal military income (such as, loss of home or possessions through fire, theft, or natural disaster) and you will suffer a substantial financial loss unless you are present. You must show you could not solve the problem by leave, correspondence, power of attorney, or by any other person or means.
3. Your spouse abandons your dependents while you serve an unaccompanied overseas tour. You must show it is impractical for your dependents to join you at the overseas location and you need to be present.
4. The terminal illness of a family member when death is imminent within 2 years. A doctor must support his or her prognosis of a terminal illness by clinical data.
5. A state or local agency places a child in your home for adoption and you must be present to comply with state or local laws.
6. To establish or operate an effective family advocacy program as outlined in AFI 40-301 (formerly AFR 160-38). The base Family Advocacy Officer must supply supporting documentation.
7. Sexual abuse or assault of your dependent when it would be detrimental to the health of your dependent to remain in the area.

Figure A7.1. Humanitarian Conditions Usually Warranting Approval.

REASONS HUMANITARIAN APPLICATIONS ARE MOST OFTEN DISAPPROVED

The approval authority will not approve your application for reassignment or deferment if the problem might exist for an indefinite period or you base your request on one of the following circumstances:

1. Threatened separation, divorce action, or the desire to pursue child custody.
2. A single parent's desire to make or facilitate either short or long-term child care arrangements.
3. Psycho neurosis (such as various psychic or mental disorders characterized by special combinations of anxieties, compulsions, obsessions, phobias, and motor or sensory manifestations) resulting from family separation incident to military assignment.
4. Climatic conditions or geographical areas adversely affecting a family member's health, and the problem is of a recurring nature (for example, asthma, allergies). An exception to this is when continued presence in such an environment is clearly life threatening.
5. Normal pregnancy, possible miscarriage, breech birth, cesarean sections, or RH blood factor.
6. The existence of a housing shortage or home ownership problems.
7. A financial problem, to include bankruptcy, resulting from over extension of military income.
8. A financial or management problem related to off-duty employment, the spouse's employment, private business activities, or settling estates.
9. Passport or visa problems involving newly acquired dependents in the overseas area.
10. A desire to provide emotional or domiciliary support to a parent or parent-in-law due to age, nonterminal or chronic illness, or recent death in the family.
11. The problem existed or was reasonably foreseeable at the time of latest entry on active duty or prior to departure on PCS. For airmen, reenlistment, without a break in service, is not the latest entry on active duty.
12. A consecutive PCS or deferment based on the continuation of the same circumstances.
13. A request based on the medical condition of the Air Force member.
14. To receive preferred medical treatment when adequate treatment is available at the current or projected PDS.
15. If you falsified or omitted information on an AF Form 1466. Unless your presence is essential, your dependents will return to the CONUS and you will complete the overseas tour length prescribed based on your status.

Figure A7.2. Reasons Humanitarian Applications Are Most Often Disapproved.

Appropriate Letterhead

MEMORANDUM FOR UNIT COMMANDER/SQUADRON SECTION COMMANDER (Date)
MILITARY PERSONNEL FLIGHT/MSPUO (or other appropriate office symbol)
IN TURN

FROM: (Functional Address Symbol)

SUBJECT: Humanitarian (Reassignment) (Deferment) (See note)

1. Please grant a humanitarian (reassignment to) _____ (deferment from reassignment or TDY) for the following reasons: (Give all relevant information available to support your request.)
2. I have taken the following actions or steps to resolve the situation:
3. I submit the following supporting information:
 - a. Organization and location (current and projected), E-mail address, data fax phone number, and phone number where you can reach me::
 - b. Home address of family member concerned:
 - c. Current leave address, date leave expires, and telephone number:
4. I have (not) been previously (reassigned) (deferred from reassignment) for humanitarian reasons. If so, indicate date and reason.

5. My spouse and I have the following family members, but they cannot assist for the reasons indicated. (Give a complete composition of your and your spouse's family, their locations, and specific reasons why they are unable to assist.)
6. If enroute PCS, indicate the specific reasons why you did not submit the application before departing your last duty station.
7. (If you are currently assigned overseas and the request is for another overseas location.) If reassigned to another overseas location within the same theater, I do (not) volunteer to serve either the full accompanied tour length at the gaining location, or at least a tour length equal to the combined unaccompanied tour lengths specified for the losing and gaining locations, whichever is greater.
8. I will (not) accept voluntary retraining (if necessary) for approval of my request. I understand I will incur an assignment restriction due to my retraining. I also understand future assignment or utilization in a previously held specialty will depend on Air Force training requirements and that I may have to remain in the retraining AFSC for an indefinite period.
9. I understand if changes occur to the situation presented, whether prior to a final decision or my departure, I must report the changes to the Military Personnel Flight immediately.

Attachments:
(Include supporting documents)

Signature of Applicant
Name, Grade, USAF, SSN

NOTES: Attach documentation indicated for requests based on one of the following reasons:

1. Medical condition. Provide the MPF or medical facility figure A7.4. to assist you in obtaining medical data.
2. Financial condition. Include documents or affidavits showing your financial status and how reassignment or deferment will alleviate the situation.
3. Child abandonment by spouse. Furnish a copy of the missing person report filed with local law enforcement authorities. Include documentary evidence (for example, copy of Red Cross report initiating emergency leave or statement from child welfare agency) confirming the existence of a child custody problem. Be sure to include rationale why the child or children cannot join you at the overseas location.
4. Child adoption. Furnish a statement from the agency indicating the child is in your home and that state law requires your presence, and the period of delay required to complete legal proceedings.
5. Inadequate medical or educational facilities overseas. Furnish a copy of the AF Form 1466 that approved overseas travel.
6. Requests based on *in loco parentis* status must include affidavits or documents specified in the glossary.
7. Death of spouse or child. Furnish a copy of the death certificate.
8. Join spouse couple. You both may request humanitarian reassignment or deferment. Do this by either both completing an application, or both signing one application. You will have both of your commanders' endorsements.

Figure A7.3. Sample Memorandum of Application for Humanitarian Reassignment or Deferment.

Appropriate Letterhead

(Date)

Dear Doctor:

We would appreciate, as soon as possible, a medical statement in support of (grade) (name)'s request for humanitarian reassignment or deferment. Air Force physicians at the headquarters will review this medical statement with the approving authority, and it will be the basis for the medical recommendations. Please cover at least the following in professional terminology:

- a. Diagnosis.
- b. Brief history of illness.
- c. Status of present condition with description of degree of disability.
- d. Prognosis. (Resolution of the medical problem by some means within 12 to 18 months is a key factor.) Fully substantiate and support the prognosis of terminal illness (within 2 years) by clinical data.
- e. Therapy, current and contemplated.
- f. If applicable, confirm the hospital or institution can accept the patient.
- g. Your evaluation of the effect of the presence or absence of the applicant on the medical problem. Seal sensitive information in a separate envelope marked "Sensitive Medical Data--For Medical Personnel Only" enclosed.

Thank you for your assistance.

Sincerely,

Signature of Applicant
Name, Grade, USAF, SSN

Figure A7.4. Sample Letter of Request for Medical Data (Humanitarian).

REASONS WHY EFMP APPLICATIONS ARE MOST OFTEN DISAPPROVED

The approval authority will not reassign or defer you for the following circumstances:

1. Reassignment from the CONUS to overseas for the sole purpose of establishing an EFMP.
2. Reassignment based on the availability of a free or lower cost program in an area other than where you are currently assigned (unless significant financial hardship is being incurred).
3. Your dependent is in an institution, unless institution officials certify your frequent and regular visits will benefit your dependent, or if admittance to or retention in the institution requires establishing, continuing, or renewing, state residency.
4. The disability is due to a short-term illness or injury, or when the prognosis for complete recovery is satisfactory without the benefit of reassignment or deferment.
5. Climatic conditions or geographical areas adversely affecting a family member's health, and the problem recurs and the environment is clearly life threatening.
6. Reassignment in order to establish or continue an EFMP based on the availability of a preferred or optimal program in an area other than where currently assigned when adequate facilities or services can be, or are provided. Also, you can not have an EFMP deferment to pursue a preferred or optimal program.
7. If you caused or contributed to the commission of an AF Form 1466 violation, either by falsifying or omitting information. Unless your presence is essential, your dependents will return to the CONUS and you will complete the overseas tour length prescribed based on your status.

Figure A7.5. Reasons Why EFMP Applications Are Most Often Disapproved.

Appropriate Letterhead

MEMORANDUM FOR Unit Commander/Squadron Section Commander (Date)
 EFMP
 Military Personnel Flight/MSPUO (or other appropriate office symbol)
 IN TURN

FROM: (Functional Address Symbol)

SUBJECT: EFMP (Reassignment) (Deferment) (TDY Deferment) Request

1. I request (reassignment) (deferment) in order to (establish) (continue) an EFMP. The circumstances are: (Give specific reasons why you cannot establish or continue the EFMP at the current or projected location. If requesting a TDY restriction, justify why your presence is required and specify expected duration. Give all relevant information.)
2. I have taken the following actions/steps to improve my worldwide availability:
3. I submit the following supporting information:
 - a. Organization and location (current and projected), E-Mail address, data fax phone number, and phone number where you can reach me:
 - b. Name, date of birth (of children), and home address of exceptional family member concerned:
 - c. Current leave address, date leave expires, and telephone number:
4. I have (not) been previously (reassigned) (deferred) (TDY restricted) for EFMP reasons. If so, indicate date and reason.
5. I understand my EFMP assignment will depend on manning requirements at the time I am available for reassignment.
6. (Members serving overseas.) If reassigned to another overseas location within the same theater, I do (not) volunteer to serve either the full accompanied tour length at the gaining location, or at least a tour length equal to the combined unaccompanied tour lengths specified for the losing and gaining locations, whichever is greater, prior to being reassigned from the overseas theater.

7. I will (not) accept voluntary retraining (if necessary) for approval of my request. I understand I will incur an assignment restriction due to my retraining. I also understand future assignment or utilization in a previously held specialty will depend on Air Force training requirements and that I may have to remain in the retraining AFSC for an indefinite period.

8. I understand if changes occur to the situation presented, whether prior to a final decision or my departure, I must advise the Military Personnel Flight immediately.

Attachments:

1. AF Form 1466
2. EFMP Officer Input
3. Statement (See Note)
4. Others. (Add supporting documentation)

Signature of Applicant

Name, Grade, USAF, SSN

NOTE: You may include statements from medical, educational, or EFMP officials. When the program involves a combination of these facilities, it is especially important you include all pertinent data to ensure proper placement. If the EFMP request is for reassignment, the EFMP officials must state whether or not adequate services are available anywhere within the local area. If the request is for assignment from overseas due to inadequate medical care or educational services, attach a copy of the AF Form 1466 that originally approved overseas travel.

Figure A7.6. Sample Memorandum of Application for EFMP Reassignment or Deferment.

Appropriate Letterhead

Dear Doctor:

(Date)

We would appreciate, as soon as possible, a medical statement in support of (grade) (name)'s request for Exceptional Family Member Program (EFMP) deferment or reassignment consideration. Air Force physicians at the headquarters will review this medical statement with the approving authority and it will be the basis for the medical recommendations. If desired, you may seal the statement in an envelope annotated with "Sensitive Medical Data--Open and review by medical personnel only."

A comprehensive, current physical or other professional statement should include:

- a. Type of handicap and degree
- b. Brief history of illness
- c. Diagnosis and prognosis
- d. Comprehensive statement of all pertinent tests, such as I.Q., audiograms, speech tests (including the name and date of the test or standard used)
- e. Statement of specific kind of care, treatment, and training needed
- f. A statement listing other related problems and services that may require assistance--such as transportation or financial assistance. Deferment requests should include justification for the member's presence and length of time required.

Thank you for your assistance.

Sincerely,

Signature of Applicant

Name, Grade, USAF, SSN

Title

Figure A7.7. Sample Letter of Request for Medical Data (EFMP).

JOIN-SPOUSE ASSIGNMENT PROGRAM

A8.1. Who is Eligible for a Join-Spouse Assignment. You are eligible to apply if you and your spouse are on extended active duty (not for training) (including Reserve or National Guard) and:

A8.1.1. You meet all PCS eligibility requirements.

A8.1.2. Are not scheduled for reassignment, separation, retirement, or release from active duty within 12 months from the date you will join.

A8.1.3. You can request a permissive join-spouse assignment if you meet the TOS requirement for a permissive PCS, but not a funded move.

A8.1.4. You cannot make a permissive move to or from overseas or inter-theater.

A8.2. Applying for a Join-Spouse Assignment.

A8.2.1. Complete an AF Form 1048, Military Spouse Information. Assignment preferences on the AF Form 1048 take priority over those stated on the AF Form 620, Colonel Resume, and AF Forms 391 and 392 for enlisted personnel.

A8.2.2. Submit a letter application (see AFPAM 36-2124) if married to a person in another service, married while assigned to a different location than your spouse, married after your or your spouse's selection for an assignment, married enroute PCS, or the military spouse information is not correct in the PDS.

A8.2.3. If overseas and you and your spouse do not have the same DEROS, the one with the earlier DEROS must extend if you desire to be reassigned at the same time.

A8.2.4. If on a CONUS stabilized tour and your spouse is selected for reassignment as the most eligible nonvolunteer to a location authorized an accompanied tour, request release from the stabilized tour for a join-spouse assignment.

A8.2.5. If in the CONUS and your spouse is selected for a dependent-restricted tour (or a location where there is a restriction, such as a CSPL), request concurrent assignment to a different dependent-restricted location so you can both be eligible for a subsequent assignment at approximately the same time.

A8.2.6. If you marry while in an overseas area with an accompanied tour and your spouse is in the CONUS, then your spouse can apply to join you overseas.

A8.2.7. If you are a technical training student and apply for a join spouse assignment you will remain at the training center, pending final decision by the assignment authority.

A8.2.7.1. Both you and your spouse can apply for and may be given a join-spouse assignment upon graduation if you are both students.

A8.2.7.2. You can apply to join your non-student spouse at their duty station or their new duty station if they are also being reassigned.

A8.2.7.3. You can't retrain (airmen) or change DAFSC (officers) while in technical training, or within the 12 month period following graduation, for the sole purpose of a join-spouse assignment.

A8.3. Applying for a Join-Spouse Assignment.

A8.3.1. Complete the AF Form 1048 immediately upon marriage.

A8.3.2. Immediately apply for a join-spouse assignment, and include a statement from your spouse indicating he or she wants the join-spouse assignment if your spouse is in another service and selected for assignment.

A8.3.3. Do not delay applying for a join-spouse assignment until you arrive at your new duty station if you marry en route PCS and you and your spouse have assignments to different locations. Immediately report to the nearest Air Force installation and apply. The Air Force will not reimburse you for travel in conjunction with such applications and you are in leave status (delay en route) while the application is pending.

A8.4. How Join-Spouse Assignments Relate to Other Assignment Programs.

A8.4.1. You can apply for join-spouse consideration along with the following voluntary assignment programs: Reassignment to or from a CONUS-isolated station; homebasing assignment program; overseas tour volunteer program; VSBAP (airmen only); humanitarian or EFMP; follow-on assignment; and assignment of Non-CONUS residents.

A8.4.2. You cannot have a join-spouse assignment if your spouse's assignment is under one of the following programs. If you want consideration for any of these voluntary assignments, to other than your spouse's current or projected location, complete a new AF Form 1048 indicating you do not want a join-spouse assignment (Code H). For CONUS assignment exchange, see attachment 10; permissive reassignments, see attachment 10; and first-term airmen BOP, see attachment 2.

A8.4.3. If you proceed on a voluntary reassignment out of a join-spouse assignment, or request cancellation of an approved join-spouse assignment, you cannot later join-spouse unless you are eligible under some other assignment program.

A8.4.4. If selected for an assignment and either you or your spouse do not want a join-spouse assignment, you cannot have a join-spouse move to that location at a later time.

A8.4.5. You cannot have a join-spouse assignment to overseas locations where there is no available government-approved family housing.

A8.5. Assignment Restrictions.

A8.5.1 If assigned to the same or adjacent CONUS location, regardless of assignment action reason used for the assignment, AFMPC will not usually reassign you for 24 months from the date arrived station of the latest arriving person.

A8.5.2. You will serve the accompanied-by-dependents tour (plus 12 months if selection is as an extended tour volunteer) if assigned overseas even if you arrive on a different date than your spouse.

A8.5.3. If joining your spouse and reassigned on a consecutive overseas tour, you will complete the full tour at your current location and serve at least the standard accompanied tour at the new location. You do not have to complete the tour at your current location before reassignment if reassigned on a permissive PCS; however, you will still serve at least the accompanied tour at the gaining location.

A8.5.4. If you marry while both of you are overseas, then there is no change in your tour status.

A8.5.4.1 If you want to serve the accompanied tour, either of you may request the longer tour, but the DEROS of the later arriving spouse cannot be less than their original tour length.

A8.5.4.2. If subsequently accompanied by command-sponsored dependents, both of you will serve at least the accompanied tour length (plus 12 months if selected as an extended-tour volunteer), regardless of which parent is the sponsor.

A8.5.5. If reassigned on a permissive join-spouse assignment, you must serve the accompanied tour length at the gaining location or the combined length of the unaccompanied tour length at your current location added to the unaccompanied tour length at the gaining location, whichever is greater, before being reassigned from the theater.

A8.6. Individual Actions.

A8.6.1. Contact the MPF to apply for a join-spouse assignment.

A8.6.2. Complete the AF Form 1048 or letter application.

A8.6.3. Have assignment intentions compatible with your spouse's if you want a join-spouse assignment. AFMPC will not consider your request if your spouse does not desire a join-spouse assignment.

A8.6.4. Contact the MPF if you want to change your join-spouse assignment intent after selection for a join-spouse assignment. If AFMPC cancels your assignment, you can not subsequently ask for assignment to that location.

A8.6.5. Immediately report any change in your marital status to the MPF.

A8.6.6. Retain the AF Form 1048 after the MPF updates it in the PDS.

A8.6.7. Not make decisions on future service, career development, or family planning based on the assumption you and your spouse will always have assignments to the same location. The Air Force cannot guarantee join-spouse assignments.

A8.6.8. Apply for retraining (Airmen only) or a DAFSC change (Officer only) if the gaining location can't use your AFSC.

A8.7. MPF Actions.

A8.7.1. Verifies the marriage by reviewing the marriage certificate at the time the member completes the AF Form 1048.

A8.7.2. Updates the AF Form 1048 in PDS and gives the AF Form 1048 back to the member.

A8.7.3. Deletes all references to the spouse's SSAN from the member's record and deletes AAC 32 from PDS if the person withdraws the AF Form 1048 due to divorce, legal separation, death of the spouse, or separation or retirement of the spouse from the service.

A8.7.4. Uses normal reclama procedures if a person wishes to change their join-spouse assignment intent after selection for a join-spouse assignment.

A8.7.5. Reclamas the assignment of the person with the later ASD if AFMPC selects both members of a military couple for the same or adjacent dependent-restricted short tour locations.

A8.7.6. Ensures: Both persons meet the basic eligibility criteria and understand all assignment conditions; counseling of both persons on entitlements to dependent travel, shipment of household goods, and any other PCS related information; neither person has a pending application for any self-initiated assignment identified in paragraph A8.4.2; and in situations where a join-spouse assignment did not flow, ensure the person is fully aware of the join spouse eligibility requirements. Their spouse, if eligible, should immediately submit a request for a join-spouse assignment. Check eligibility, suspense a copy of the application, and transmit the request through PDS to the assignment authority, with an information copy to the parent MAJCOM, using PTI 550.

A8.7.7. Contacts the assignment authority by the most expedient means to request joint assignment consideration for persons en route PCS.

A8.7.8. Places both members in AAC 32 according to table 11. Any later availability date for other reasons for either person remains in effect.

A8.7.9. Contacts the MPF/DPMUM at the spouse's location to verify the location of assignment and coordinate update of AAC 32 date of availability for couples assigned to separate locations in proximity who establish a joint household. Do not assign AAC 32 to people assigned in excess of 50 miles apart, unless specifically authorized by HQ AFMPC/DPMRIP1.

A8.7.10. For assignments to the same or adjacent locations where the couple will reside jointly, include in the remarks section of the PCS orders that the assignment is to join spouse, regardless of the assignment action reason. This ensures proper household goods weight entitlement and tour length for assignment overseas.

A8.7.11. Follows the dependent travel request instructions as outlined in AFI 24-101 (formerly AFR 75-8). Obtain a housing availability determination for the couple and for household goods shipment whether they have dependents or not, when the assignment is an authorized accompanied overseas tour.

A8.7.11.1. If concurrent travel becomes impractical (for personal or official reasons), advise the couple that one of them may request a change in RNLTD, but they must make arrangements for the care of their dependents in the event both must proceed as scheduled.

A8.7.11.2. If selected for other than a join-spouse assignment to the same or adjacent location, contact the spouse's MPF to verify the location of the spouse's assignment and request the MPF confirm authorization for members to reside jointly in accompanied housing (on or off base).

A8.8. Assignment Authority Actions.

A8.8.1. Considers the spouse for a join-spouse assignment for those selected for assignment and their intent code indicates they want a join-spouse assignment.

A8.8.1.1. Considers them for assignment to the same location, if AFMPC selects one for an overseas assignment with an accompanied tour and the other is in the CONUS.

A8.8.1.2. If possible, their assignments will have the same RNLTD so DEROS will be in the same month.

A8.8.1.3. If a person is on assignment to a location with an accompanied tour (and there is no restriction on electing an accompanied tour, such as a CSPL) and the spouse cannot join because there is no requirement, consider changing their assignment if they did not complete the PCS.

A8.8.1.4. If the spouse is in the CONUS and the person is returning from overseas, then consider them to join at the spouse's location.

A8.8.1.5. If there is no requirement for the returning person at the spouse's location, but the spouse meets the basic eligibility criteria, then consider the spouse for an assignment to the returning person's projected location.

A8.8.1.6. If both are returning from overseas and have the same DEROS month, consider them for assignment to the same location.

A8.8.1.7. If they do not have the same DEROS, have the one with the earlier DEROS to extend their tour to agree with their spouse's DEROS so they are eligible for assignment at the same time.

A8.8.1.8. If they are at different CONUS or overseas locations, base selection on military requirements.

A8.8.1.9. If they are at different overseas locations and one is at a dependent-restricted location (including restrictions such as CSPL), then consider them for a join-spouse assignment after completion of the unaccompanied tour.

A8.8.1.10. Do not consider them for a join-spouse assignment if one's selection is as the most eligible nonvolunteer for an assignment to a dependent-restricted location.

A8.8.1.11. If the person is a technical training student, but there is no requirement for them at their spouse's location and the spouse is eligible for assignment, consider them for assignment to a location having requirements for both.

A8.8.2. Provide optimum join-spouse consideration by considering assignments to separate locations, within a join-spouse cluster, which are close enough to allow establishing a joint household. HQ AFMPC/DPMRIP1 determines which locations are within a join spouse cluster.

A8.8.3. Include the reason you did not approve a join-spouse assignment in the narrative remarks of the assignment transaction for the person originally selected for assignment if a join-spouse assignment is not possible.

A8.8.4. After selection for a join-spouse assignment if a person changes their intent to code H (join-spouse assignment not desired) do not automatically cancel the assignment. Base your decision on the best interests of the Air Force.

A8.8.5. Do not assign military couples to the same or adjacent locations where government-approved accompanied housing is not available.

A8.8.6. Make the assignment decision and establish the RNLTD based on manning requirements.

A8.8.7. Send approvals to the MPF via PTI 517 and disapproval via PTI 52T.

A8.8.8. If either person refuses or is ineligible to obtain retainability, cancel the joining person's (or person with the latest ASD) assignment.

AIRCREW FAMILY MEMBER ASSIGNMENT

AFMPC may assign you as an aircrew member in the same unit as another member of your immediate family (see attachment 1). However, exposure to a common danger represented by serving as aircrew members in the same unit is enough reason for all but one member of an immediate family to ask for reassignment to a different unit. Only aircrew members may request reassignment. Send your request through your commander as shown in figure A9.1. Resolve requests through normal channels at the lowest level, using PCA when possible. If you require a PCS, MAJCOMs may request intracommand assignment. Send unresolved requests to the assignment OPR.

(Appropriate Letterhead)

MEMORANDUM FOR MPF/(office symbol)

(date)

FROM: (functional address symbol)

SUBJECT: Aircrew Family Member Assignment

1. Please grant a reassignment from my present unit according to AFI 36-2110, attachment 9.
2. I am serving as an aircrew member in the same unit as my (indicate relationship, full name, and SSN of family member). For this reason, please reassign me to another unit.

(signature)

(typed name, grade, USAF, SSN)

1st Ind, (unit commander)

TO: MPF/(Office Symbol)

Recommend approval. (If you recommend disapproval, give specific rationale and forward the request to the member's parent MAJCOM for further consideration.)

(signature)

(unit commander signature block)

Figure A9.1. Sample Memorandum for Aircrew Family Assignments.

PERMISSIVE PCS ASSIGNMENT PROGRAM

A10.1. Program Elements. A permissive PCS is a voluntary PCS where the person agrees to pay all expenses involved or associated with the PCS and travel time. House hunting time is leave. Only Lt Colonels and below may make permissive moves. A person's willingness to PCS at their own expense is not sole basis for approving a permissive PCS. Members requesting a permissive PCS must meet all PCS eligibility criteria. Members of a military couple who desire joined assignments must use the permissive join spouse program (see attachment 8).

A10.2. Assignment OPR Actions.

A10.2.1. Considers requests for permissive reassignment.

A10.2.2. Approves expanded permissive PCS for CONUS to CONUS moves when all these conditions exist:

A10.2.2.1. Manning at the losing base is above the established (normal manned) CONUS-wide manning level and will remain above normal with the loss of the member (there is no requirement for a backfill).

A10.2.2.2. Manning at the requested base is below the established (normal manned) CONUS-wide manning level and will remain below normal with the gain of the member and manning at the requested base does not exceed 100 percent.

A10.2.2.3. There are no personnel in a mandatory move status to fill the requirement the permissive applicant desires to fill.

A10.2.2.4. (Officers only) The experience level at the current and requested base warrant and the job is consistent with the officer's professional development.

A10.2.3. Disapproves a request based on OS vulnerability.

A10.2.4. Not convert a person from a funded PCS to a permissive PCS nor from a permissive PCS to a funded PCS. Do not direct a person on a permissive PCS to perform funded TDY en route unless approved by HQ AFMPC/DPMRIP (only approved when PCS funds are not used).

A10.2.5. Approves or disapproves the request and advises members by flow of assignments through the PDS if approved or by message with the reasons for disapproval.

A10.3. MAJCOM Actions. MAJCOMs will provide input to the assignment OPR if they do not concur with the requested action.

A10.4. MPF Actions.

A10.4.1. Counsels people on eligibility and assists in the application process. On receipt of a request from a unit commander, the MPF confirms member's eligibility for PCS and sends the request through the MAJCOM to the assignment OPR.

A10.4.2. For CONUS assignment exchange, when commanders at the gaining and losing stations agree to the exchange, the MPF servicing the member whose (last) name occurs first in alphabetical order sends both requests to the assignment OPR. Send an information copy to each person's MAJCOM and to the servicing MPF of the other person.

A10.4.3. Upon approval issue special orders ensuring the PCS cost identifier code is "M", Reassignment Without Fund Allocation. Indicate in the remarks section the type of permissive PCS, a statement that PCS is at no cost to the government. Travel time and house hunting is leave.

A10.5. Commander Actions.

A10.5.1. Recommends approval or disapproval for Permissive assignment. Use figure A10.1 to document your recommendation.

A10.5.2. Approves or disapproves request for CONUS assignment exchange. Use figure A10.2 to document your decision.

A10.6. Individual Actions.

A10.6.1. Use figure A10.1 to apply for permissive reassignment. Do not apply earlier than 7 months prior to meeting TOS requirements or completion of a deferment.

A10.6.2. Sends cancellation requests according to the waiver provisions in paragraph 1.4.2.

A10.6.3. If disapproved, apply for different bases, or reapply for original choices not earlier than 6 months after the date of disapproval.

A10.6.4. Use figure A10.2 to apply for CONUS Assignment Exchanges:

A10.6.4.1. "Finds" another person at another CONUS base who wants to exchange assignments who meets PCS eligibility criteria.

A10.6.4.2. Members must be the same grade, specialty, and similarly qualified. For airmen, both must be the same grade, specialty and skill level. Members must possess the same SEI if an SEI requirement applies to a requested assignment.

(Appropriate Letterhead)

MEMORANDUM FOR UNIT COMMANDER

(date)

FROM: (functional address symbol)

SUBJECT: Expanded Permissive PCS Request

1. I, (last name, first name, MI), (grade), SSN, (DAFSC for officers; CAFSC for airmen), (unit of assignment), (MAJCOM), request an expanded permissive PCS as outlined in AFI 36-2110, to one of the bases listed below, listed in order of preference. Request a reporting date of (date).
2. My personal data is in the attached Records Review (RREV) RIP. I submit the following additional information for consideration. (Reason(s) desiring PCS.)
3. I carefully read the provisions of AFI 36-2110, attachment 10, and agree to all conditions associated with approval of PCS. If approved, I understand the requested PCS is at no expense to the government and that travel time in connection with the PCS is in leave status. I certify I have sufficient funds to defray all expenses in conjunction with PCS.
4. (For members married to other Air Force military members and assigned jointly.) If you approve my PCS request, I understand that since assignment separate from my spouse is voluntary, further PCS of my spouse, or myself, between the same two locations is not authorized, except under humanitarian or EFMP conditions which do not exist at this time.

Attachment:

(signature of member)

RREV RIP

(typed name, grade and SSN)

1st Ind (unit commander)

(date)

TO: MPF/(office symbol) or member

I reviewed the request for expanded permissive PCS submitted by (grade and name of requester) and recommend approval. I concur with the requested reporting date.

OR

I disapprove your request for expanded permissive PCS. The rationale for disapproval is: (the commander must advise the member of the specific reason(s) for disapproval).

1 Attachment:

(signature of unit commander)

RREV RIP

(typed signature block)

cc: MPF/(office symbol)

Figure A10.1. Sample Memorandum of Request for Expanded Permissive PCS.

(Appropriate Letterhead)

MEMORANDUM FOR UNIT COMMANDER

(date)

FROM:(functional address symbol)

SUBJECT: CONUS Assignment Exchange Permissive PCS Request

1. I, (last name, first name, MI), (grade), SSN, (DAFSC for officers; CAFSC for airmen), (unit of assignment), (MAJCOM), request approval of a permissive PCS to exchange CONUS assignment with another member. Your concurrence with this request to PCS is contingent upon my locating someone who agrees to exchange assignments with me, and your acceptance of that person as my replacement. Request a reporting date of (date).
2. The MFP reviewed my request and I meet the PCS eligibility criteria for this PCS. The attached Records Review (RREV) Report on Individual Personnel (RIP) shows personal data. I submit the following additional information for consideration. (Reason(s) desiring PCS.)
3. I carefully read the provisions of AFI 36-2110, attachment 10, and agree to all conditions associated with approval of PCS. If approved, I understand the requested PCS is at no expense to the government and that travel time in connection with the PCS counts as leave. I certify I have sufficient funds to defray all expenses in conjunction with this request.
4. (For members married to other Air Force military members assigned jointly.) If you approve my PCS request, I understand that since assignment separate from my spouse is voluntary, further PCS of my spouse, or myself, between the same two locations is not authorized except under humanitarian or EFMP conditions which do not exist at this time.

Attachments:

1. RREV RIP
2. Cys last 3 OPRs or EPRs)

(signature of member)

(typed name, grade and SSN)

1st Ind (unit commander)

TO: (member)

I reviewed your request and concur contingent upon my acceptance of the member who agrees to exchange assignments as your replacement. I concur with the requested reporting date.

OR

I disapproved your request to submit a CONUS assignment exchange permissive PCS. The rationale for disapproval is: (the commander must advise the member of the specific reason(s) for disapproval).

2 Attachments n/c

(signature of unit commander)

(typed signature block)

2d Ind (Member)

TO: (unit commander of member with whom desiring exchange)

1. (Grade, Last name, first name, MI), a member of your command, agrees to a CONUS assignment exchange permissive PCS, contingent upon your acceptance of me as his or her replacement.
2. Request you review the attached documents and determine if I am acceptable as a replacement. (Add any additional remarks.)

Attachments:

(signature of member)

1. RREV RIP
2. Cys last 3 (OPRs or EPRs)

3d Ind (proposed gaining commander)

TO: (Local Servicing MPF if commander recommends approval, or Member, if commander disapproves)

1. (Commander agrees.) (Grade, Name, SSN, unit of assignment, MAJCOM, DAFSC for officers, CAFSC for airmen) is acceptable under the CONUS assignment exchange permissive PCS program as replacement for (Grade, Name, SSN) with RNLTDD not later than (date).

NOTE. The MPF either forwards the request to the MPF of the member they do not service, or retains it and waits for receipt of the request submitted by the member they service, depending on which MPF will submit the request the assignment OPR based on the members' last names.)

2. (Commander does not agree.) I considered your request to replace (grade, Name, SSN) and I do not concur with the exchange. I base non-concurrence on (the commander must advise the member of the reason for disapproval).

Attachments n/c

(signature of unit commander)

(typed signature block)

Figure A10.2. Sample Memorandum of Request for CONUS Assignment Exchange Permissive PCS.

SOLE SURVIVING SON OR DAUGHTER

A11.1. Program Elements. For approved sole surviving son or daughter status, do not assign a person PCS or TDY to hostile fire or imminent danger areas as designated in DoD Military Pay and Allowances Entitlements Manual or to duties involving actual combat with the enemy. This restriction does not preclude the assignment of sole surviving sons or daughters to overseas areas where combat conditions are nonexistent.

A11.2. Assignment OPR Actions. Provides disposition instructions on request of the MAJCOM.

A11.3. MAJCOM Actions.

A11.3.1. Approves or disapproves cases based on the person's documented evidence and if they meet the sole surviving son or daughter definition in attachment 1. Sends reply to the MPF. If the member does not qualify, include an explanation of the reasons.

A11.3.2. Considers requests for reinstatement of Sole Surviving status on the same basis as the original case file.

A11.3.3. Refers doubtful cases to HQ AFMPC/DPMRIP.

A11.3.4. If the person is already in a hostile fire area, the MAJCOM requests disposition instructions from the assignment OPR.

A11.4. MPF Actions.

A11.4.1. Sends requests for status verification to HQ AFMPC/DPMC.

A11.4.2. Ensures the request contains all required information and sends it to the MAJCOM.

A11.4.3. If the person is not already assigned in a hostile fire area, file a copy of the approved correspondence in the permanent section of the member's UPRG, update the PDS to reflect assignment limitation code J, and reclama assignment if appropriate.

A11.4.4. Upon approval of Sole Surviving Son or Daughter status, inform the person that if he or she voluntarily enlists, reenlists, or extends their enlistment, they forfeit their status. In this situation delete the ALC and remove the approval from the UPRG.

A11.5. Individual Actions. You are the only one who may apply for this program. Apply using the letter in figure A11.1.

A11.5.1. If documents are not readily available, request MPF assistance. Include name, service number or SSN, date of death, capture or listed as missing-in-action, and branch of the Armed Forces in which served or serving. If the family member died after 1 January 1961, state his or her home of record so the appropriate agency may use it in the verification of death.

A11.5.2. You may waive sole surviving son or daughter status at any time. If you enlist, reenlist or extend, you give up your status as a sole surviving son or daughter. You may request reinstatement of this status at any time through your MPF.

(Appropriate Letterhead)

MEMORANDUM FOR MPF/(office symbol)

(date)

FROM: (functional address symbol)

SUBJECT: Request for Assignment Restriction or Reassignment - Sole Surviving Son or Daughter

1. Please do not assign me PCS or TDY to duties normally involving actual combat (or reassign me from such duties).
2. I submit the following information in support of my request(either a or b below):
 - a. Name and address (if deceased, so state) of the parent through whom you qualify as a sole surviving son or daughter.
 - (1) Parent's marital status and history. Include dates of marriages and names of spouses.
 - (2) Statement that parent has no other living male children (in case of sole surviving son) or female children (in case of sole surviving daughter), natural or adopted.
 - b. Name of person (family member) who served in the US Armed Forces and on whose death, disability, or captured or missing-in-action status the request is based, together with the following information and documentary evidence:
 - (1) Your relationship to the person.
 - (2) Relationship of the person to your parents.
 - (3) If death occurred while the person was on active duty in the military service, furnish a copy of DD Form 1300, DOD Report of Casualty, or other official report of death published by the military service concerned.
 - (4) If death occurred after the person was released from active duty, furnish a doctor's statement or death certificate.
 - (5) For those permanently 100 percent physically or mentally disabled, furnish a statement from the Veterans Administration attesting to this fact.
 - (6) For people captured or in missing-in-action status, furnish verification from the service of which such person is a member.
 - (7) If basing the claim on the person being killed; died as a result of wounds, accident, or disease; or being 100 percent permanently physically or mentally disabled; furnish evidence that death or disability occurred in line of duty and that it was not incurred:
 - (a) while the person was in desertion status or voluntarily absent without authority for more than 24 hours or voluntarily absent from a scheduled duty, a formation, a restriction, or an arrest;
 - (b) by reason or a condition that existed before service; or
 - (c) as a result of his or her own misconduct (the term "misconduct" includes both willful misconduct and gross negligence).

(signature)

(type name, grade, USAF, SSN)

Figure A11.1. Sample Memorandum of Request for Assignment Restriction or Reassignment-Sole Surviving Son or Daughter Status.

THREATENED PERSON ASSIGNMENTS (TPA)

A12.1. Program Elements. This assignment program rapidly removes a person from a life threatening situation. These procedures do not apply to the portion of the threatened airman program (TAP) administered within AFOSI channels, except for in-processing and out-processing instructions. Threats between military personnel, between husband and wife, or when you know who is making the threat do not justify approval.

A12.2. Assignment OPR Actions. Do not input assignment in the system.

A12.3. HQ AFMPC/DPMRIP1 Actions.

A12.3.1. Approves or disapproves reassignment and obtain the assignment information from the assignment OPR.

A12.3.2. Provides the assignment information to the losing MPF by secure means if necessary. Advises the assignment OPR not to input the assignment into the PDS.

A12.3.3. Notifies the gaining MPF chief of the inbound member and his or her RNLTLD.

A12.4. Installation Commander Actions.

A12.4.1. Convenes a meeting with the MSSQ/CC or MPF Chief, the Security Police Commander, AFOSI representative, the Staff Judge Advocate (SJA) and the member's immediate commander to assess the case and determine appropriate action.

A12.4.2. Decides whether to move the individual immediately to ensure his or her safety by sending the person TDY until the they resolve the threat, or until receipt of assignment instructions. Do not use permissive TDY with this program.

A12.4.3. Does not request PCS until you exhaust all other means of providing safety. As a basic condition for approval, the threat must normally be from an unknown source or by persons "at large" and verified by the AFOSI.

A12.4.4. Decides if reassignment is necessary and provides full facts and circumstances to AFMPC/DPMRIP1 by message for assignment determination.

A12.4.5. Uses AFOSI SECURE channels when unknown persons make the threat or when there could be a compromise of the member's safety by using normal communications channels. Request must include:

A12.4.5.1. Name, grade, SSN, and AFSC.

A12.4.5.2. Unit of assignment.

A12.4.5.3. Assignment waivers required, if appropriate.

A12.4.5.4. Assignment action pending, if appropriate.

A12.4.5.5. Detailed explanation of circumstances warranting assignment.

A12.4.5.6. Details regarding jurisdiction over the offense, if appropriate.

A12.4.5.7. Recommendation of the local SJA, who determines whether local (host country authorities and the American Embassy for airmen stationed overseas) or other US Military authorities object to the member's reassignment.

A12.4.5.8. Information relative to temporary disposition, if appropriate.

A12.4.5.9. Synopsis of pending administrative or disciplinary action, if appropriate.

A12.4.5.10. Any factors that could disqualify or restrict member from performing duty in his or her AFSC or other awarded AFSCs, or being PRP certified.

A12.4.5.11. Military spouse's name and SSN, if appropriate.

A12.4.5.12. Individual's assignment preferences.

A12.5. MPF Actions. Processes TPAs according to the following instructions:

A12.5.1. Losing and gaining MPF chiefs or their designated trusted agents must not reveal knowledge of the TPA to anyone not having an absolute need-to-know, and provide the maximum assistance possible to the member during in-processing and out-processing. Exercise care when forwarding or requesting personnel documents between MPFs (OPRs, EPRs, UIFs, etc.)

A12.5.2. The losing MPF must not take any PDS loss action. If member does not report by RNLTLD, the gaining MPF chief or trusted agent notifies the losing MPF chief or trusted agent who initiates no-show action. Publish orders according to the "endangered airman" provisions of AFI 37-128 (formerly AFR 10-7).

A12.5.3. For personnel being assigned to a GSU, mail the field personnel record group (FPRG) to the gaining MPF/MSP, marked "for MPF Chief eyes only."

A12.5.4. The gaining MPF must take unprojected gain action according to AFMAN 36-2622 (formerly AFM 30-130, volume 1).

A12.5.5. The gaining MPF chief or trusted agent deletes the threatened person from the base locator, if so desired for a maximum of 3 years. The threatened person may request to extend this exemption from HQ AFMPC/DPMRIP.

A12.6. Commander Actions. The losing commander notifies the gaining commander in writing of the full facts and circumstances surrounding the assignment, and any job-related or personal behavior problems the member may have.

A12.7. Individual Actions. The threatened member reports directly to the gaining MPF chief immediately upon arrival at his or her duty station.

VOLUNTEER ENLISTED CONUS ASSIGNMENT PROGRAM (VECAP)

A13.1. Program Elements. VECAP is a CONUS assignment program where airmen may volunteer for another CONUS base.

A13.2. Who is Eligible. You must:

- A13.2.1. Have at least 5 years and 5 months time-on-station, but will not depart until you have 6 years time-on-station.
- A13.2.2. Not have an assignment selection date and not assigned to a base or unit scheduled for closure or deactivation.
- A13.2.3. Be eligible for reassignment.
- A13.2.4. Apply by letter using the format in figure A13.1.
- A13.2.5. Both members of a military couple must meet VECAP requirements and apply at the same time.

A13.3. MPF Actions. Updates base preferences via PTI 550.

A13.4. Assignment OPR Actions. Reviews the preferences after each overseas return assignment match and keeps the application on file for one quarter. An airman not selected for one of the preferences during that quarter may submit a new application.

(Appropriate Letterhead)

MEMORANDUM FOR UNIT COMMANDER

(date)

FROM: (functional address symbol)

SUBJECT: Request for Voluntary Enlisted CONUS Assignment Program (VECAP) Assignment

1. I (last name, first name, middle initial), (Grade), (SSN), (CAFSC) (unit of assignment), volunteer for CONUS reassignment to: (list up to 8 CONUS preferences). I have completed or will complete 6 years-on-station on (day - month - year).
2. I have not been notified that I have an assignment selection date.

(signature of applicant)
(type name, grade, USAF, SSN)

1st Ind (unit commander)

TO: MPF (outbound assignments office symbol)

Recommend approval. Member is eligible for PCS assignment. (**NOTE:** If unit commander disapproves the request, advise member, in writing, of reason for disapproval and do not submit the application to the MPF.)

(signature of unit commander)
(typed named, grade, USAF)

Figure A13.1. Sample Memorandum of Request for VECAP Assignment.

VOLUNTARY STABILIZED BASE ASSIGNMENT PROGRAM (VSBAP)**(Airmen only)**

A14.1. Program Elements. This program provides airmen a stabilized tour in exchange for volunteering for assignment to a historically hard to fill location. The bases are Grand Forks AFB ND, Minot AFB ND, and Los Angeles AFS CA (including Fort MacArthur CA). Upon approval airmen serve 5-year tours except Los Angeles AFS that is 4-years.

A14.2. Individual Actions.

A14.2.1. Applies using figure A14.1, regardless of overseas vulnerability. You must not have any other assignment application pending, including overseas volunteer statements.

A14.2.2. Airmen stationed in CONUS must: have a minimum of 36 months TOS before departure and 2 years 5 months' TOS to apply. People on CONUS-stabilized tours may not apply earlier than 7 months before DOA. When approved, departure date is after DOA; be eligible and recommended for assignment; airmen already assigned to a VSBAP location may apply for in-place VSBAP and there is no TOS minimum.

A14.2.3. Applies no earlier than the 12th month and no later than the 25th day of the 8th month before DEROS (Airmen assigned overseas).

A14.2.4. Requests continuation of VSBAP as an exception.

A14.2.5. Requests curtailment of a VSBAP through the commander and MPF, to their MAJCOM. Provide justification and commander's recommendation. You must fully justify requests for cancellation, get it endorsed by the commander, and forward it through the MPF to the MAJCOM/DPRA for approval/disapproval. If approved, the MAJCOM requests the assignment OPR remove AAC 41.

A14.3. MPF Actions.

A14.3.1. Updates PTI 550 requesting the assignment.

A14.3.2. Terminates a person's VSBAP when their CAFSC changes for any reason (other than promotion).

A14.3.3. Forwards requests for VSBAP curtailment to the MAJCOM.

A14.4. Assignment OPR Actions.

A14.4.1. Approves or disapproves applications based on manning. (Limit Los Angeles AFS to 50 percent of authorizations in each AFSC.) Considers the applicants OS tour history and vulnerability when he or she is in an imbalance AFSC.

A14.4.2. Updates PTI 517 for approvals.

A14.4.3. Continues considering those applications you can't approve for 6 months. After 6 months, if you still can't approve, send disapproval to the MPF.

A14.4.4. Updates AAC 41 to PDS on arrival of airman at VSBAP installation with DOA of 4 or 5 years from DAS. Remove the AAC 41 when the MAJCOM approves a curtailment

(Appropriate Letterhead)

MEMORANDUM FOR UNIT COMMANDER
MPF/(OFFICE SYMBOL)
IN TURN

(date)

FROM: (functional address symbol)

SUBJECT: Application for VSBAP Assignment

1. I (last name, first name, MI), (grade), (SSN), (CAFSC), (PAFSC and (or) AAFSC, if different from CAFSC), (CONUS stabilized tour DOA, when appropriate), volunteer for reassignment to (list VSBAP location desired). I desire this reassignment to be effective (month and year).
2. I will, if appropriate, extend my enlistment to obtain the required 24 months' service retainability for PCS.
3. I understand that if this application is approved, the 5-year residency deferment may be withdrawn if such factors as base closure, unit deactivation, weapon systems transfer, or loss of authorization, require my reassignment.
4. (First-term airmen only.) I understand that my VSBAP application, if approved, will render me ineligible for later first-term BOP consideration.
5. If you disapprove my application due to manning, I (do) (do not) request my application stay on file at HQ AFMPC/DPMRA for periodic reconsideration (for up to 6 months).

(signature of applicant)
(typed name, grade, USAF, SSN)

1st Ind, (unit commander)

(date)

TO: MPF/DPMUM

1. Recommend (approval) (disapproval)
2. Airman is eligible for PCS assignment.

(signature of commander)
(typed name, grade, USAF)

Figure A14.1. Sample Memorandum of Application for VSBAP Assignment.